This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.

+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.

+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.

+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

B
4350
04.5

Letters and Newspaper Business
Collected Correspondence
1804

Edwin R Fairchild

THE AMERICAN SYSTEM OF SHORTHAND

Business Letters.

No. 2—Railroad Correspondence.

IN THE AMANUENSIS STYLE OF PHONOGRAPHY.

BY

BENN PITMAN AND JEROME B. HOWARD.

CINCINNATI:
THE PHONOGRAPHIC INSTITUTE COMPANY.
1904.

B4339.04.5

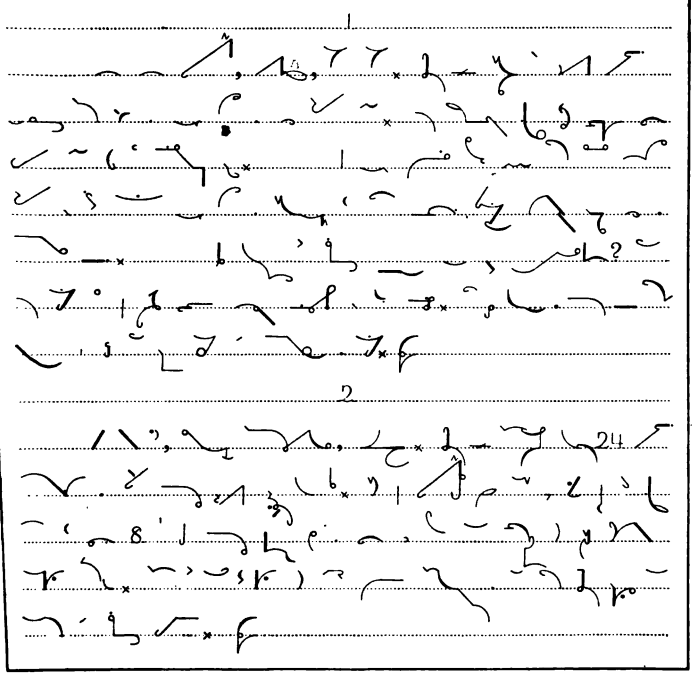
HARVARD COLLEGE
July 12. 1924
LIBRARY

Edwin R. Fairchild

COPYRIGHT, 1903,
BY
THE PHONOGRAPHIC INSTITUTE COMPANY.

BUSINESS LETTERS.

No. 2.—Railroad Correspondence.

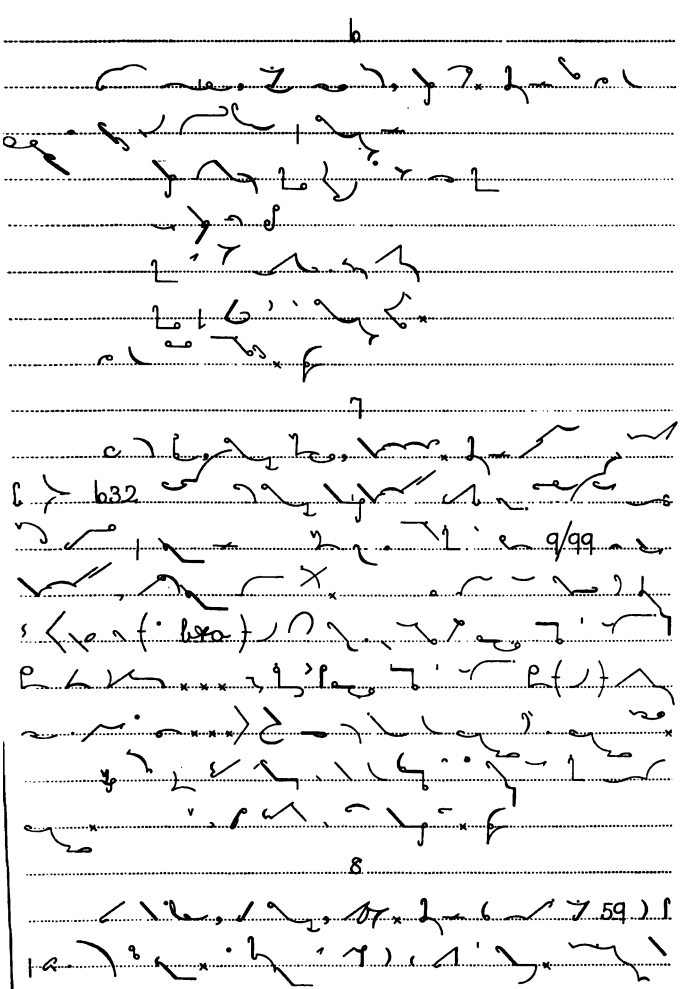


B4359.04.5

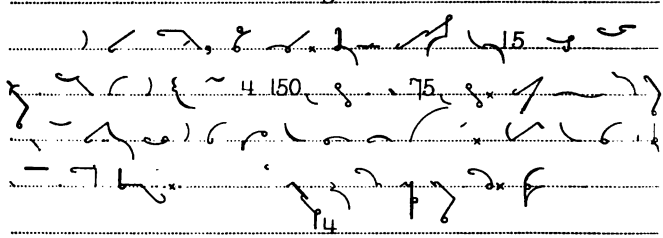
HARVARD COLLEGE
July 12. 1924
LIBRARY

Edwin R Fairchild

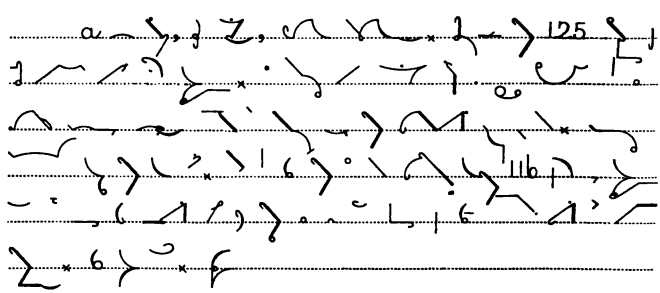
COPYRIGHT, 1903,
BY
THE PHONOGRAPHIC INSTITUTE COMPANY.



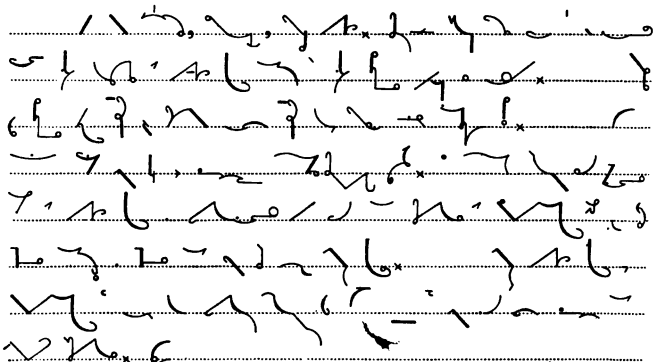
3

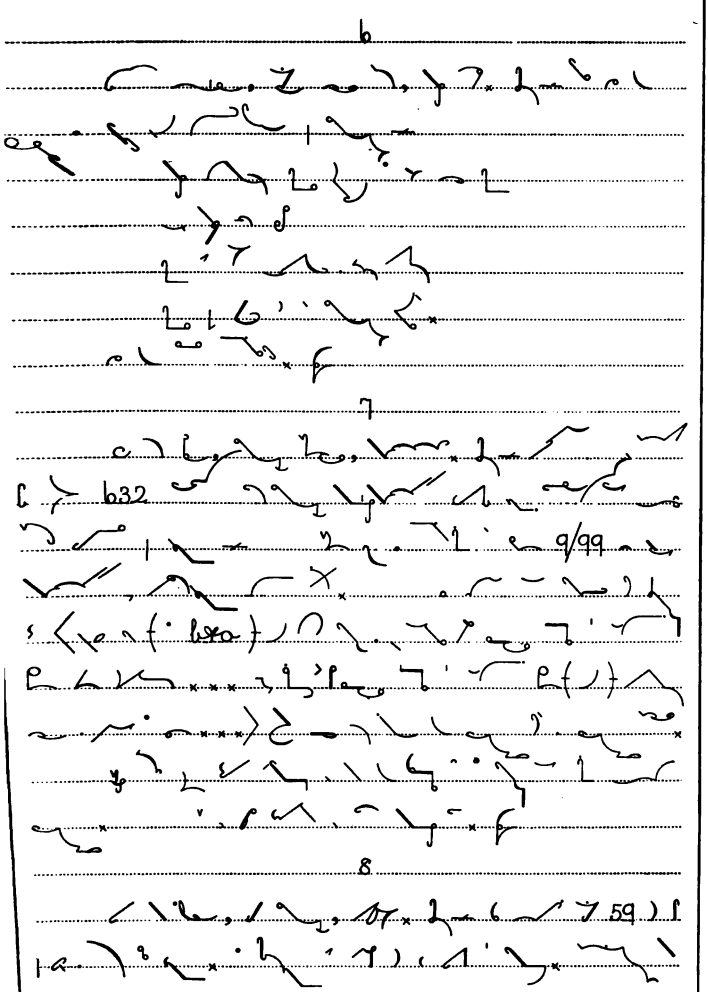


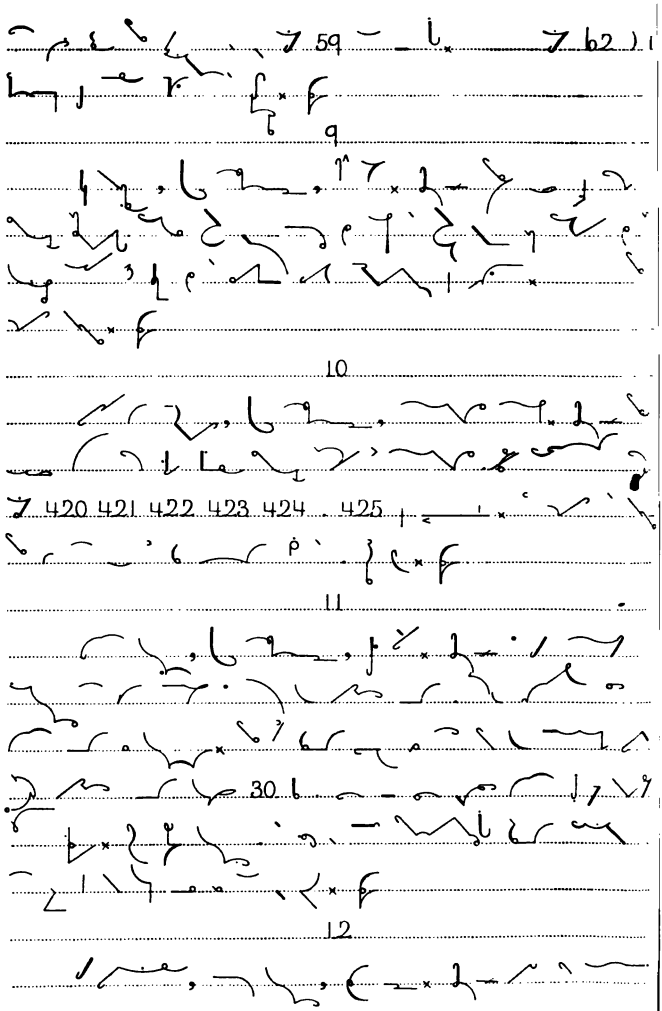
4

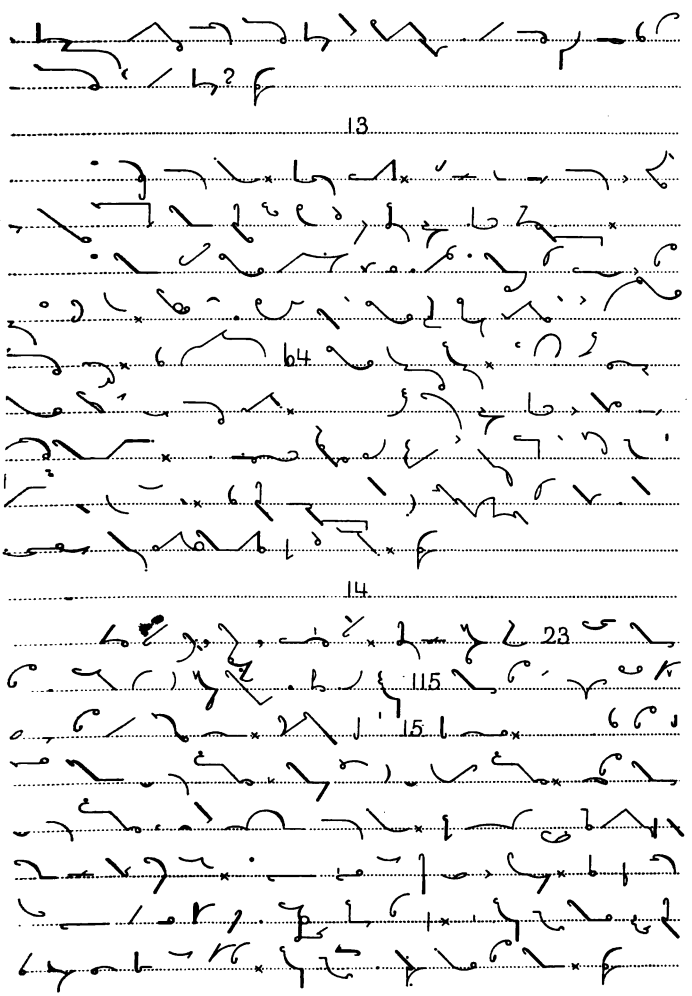


5

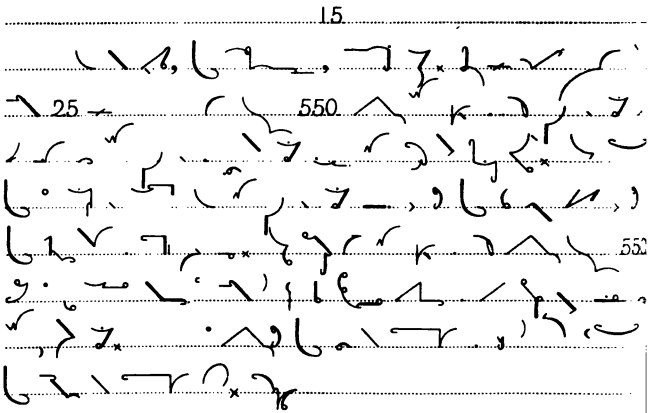




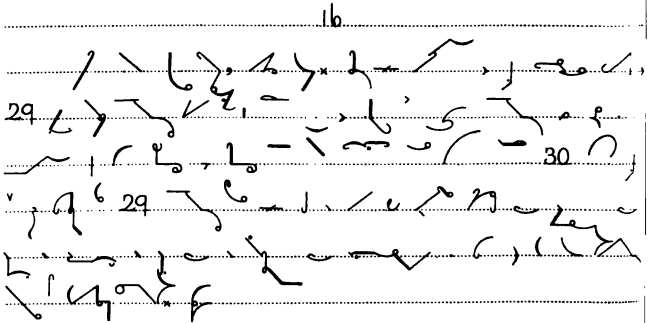




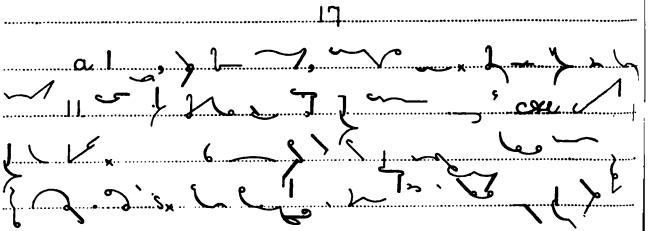
15.

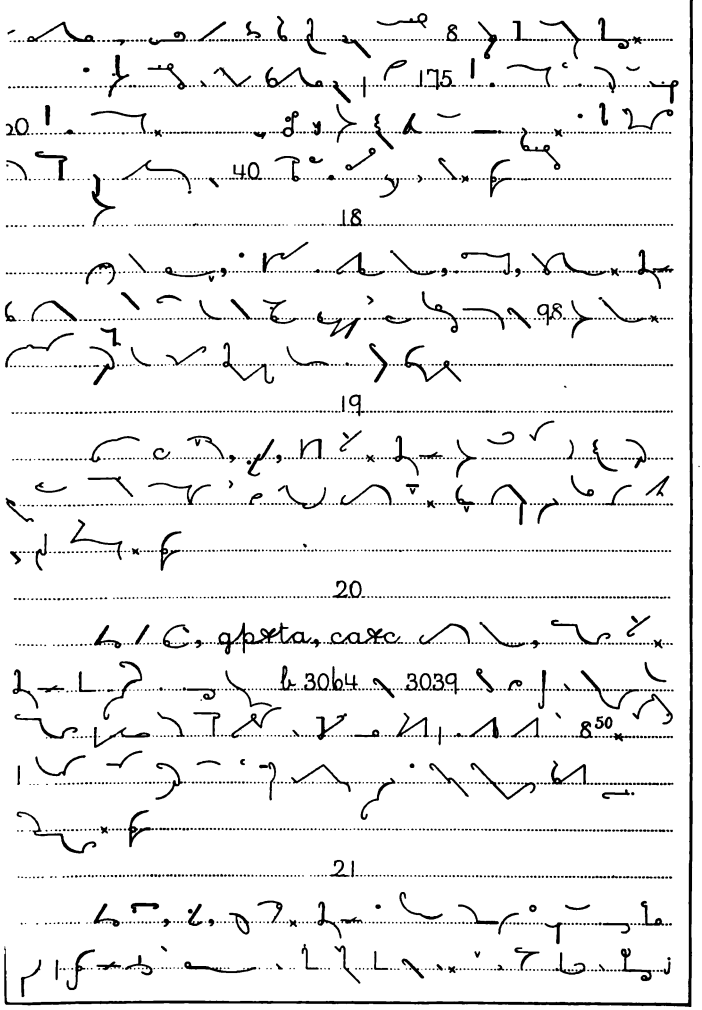


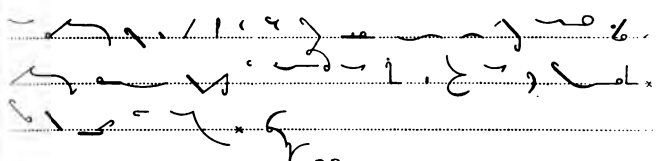
16.



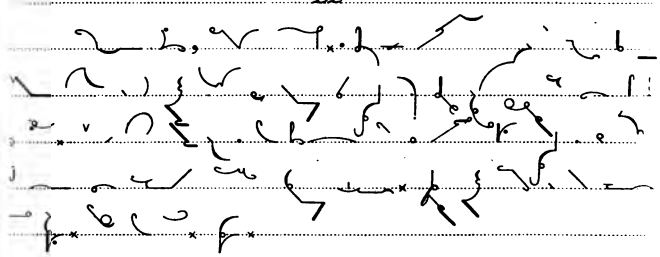
17.



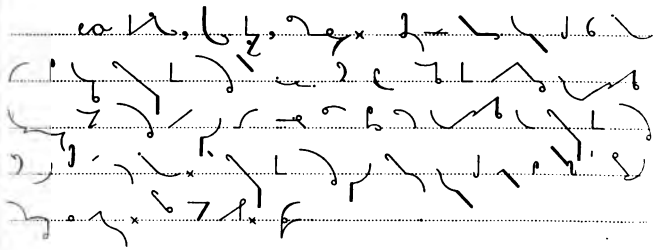




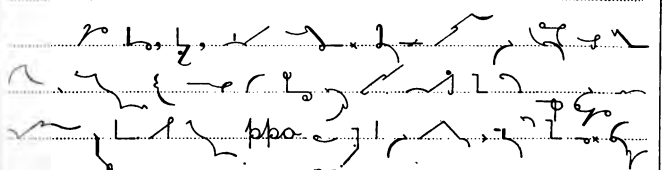
22



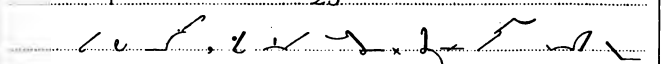
23

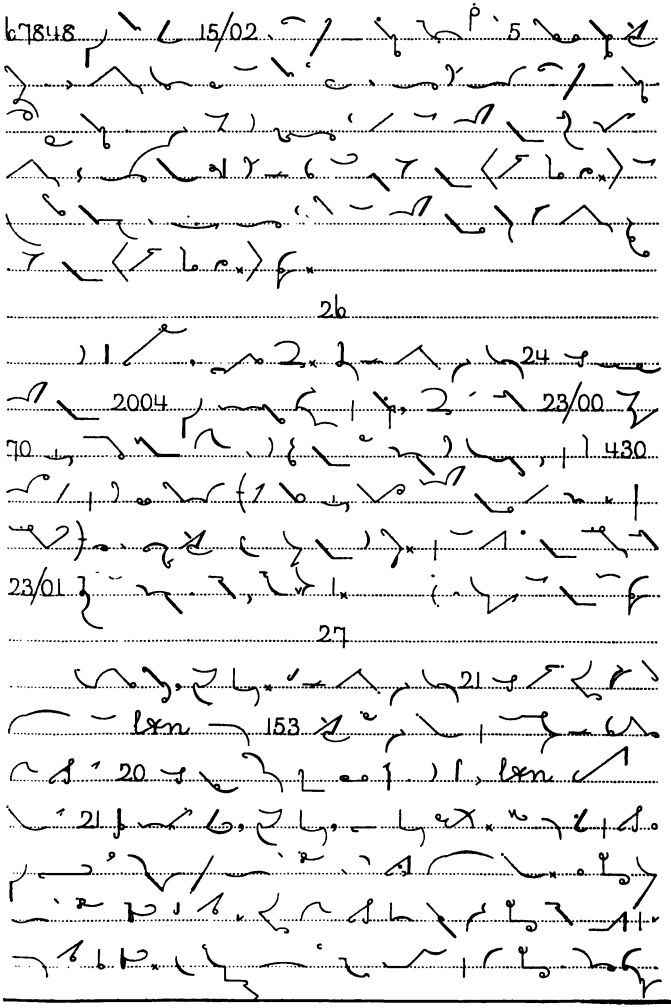


24

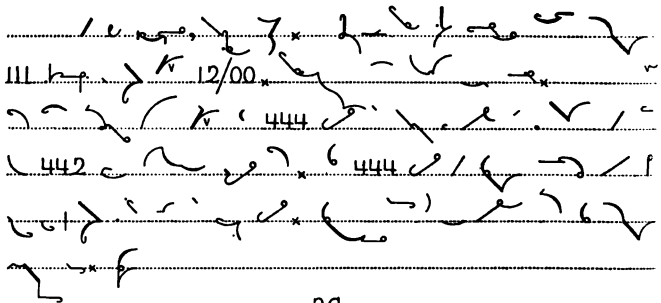


25

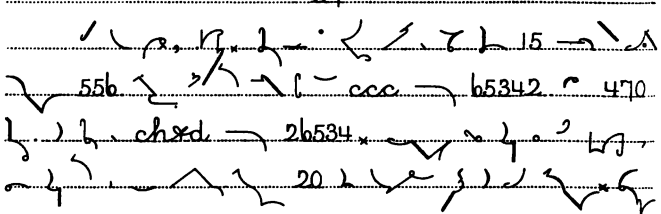




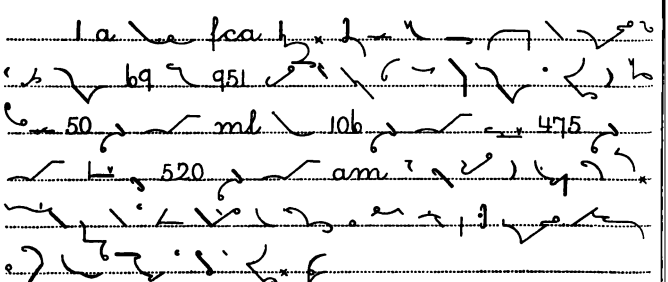
28



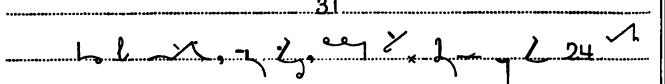
29

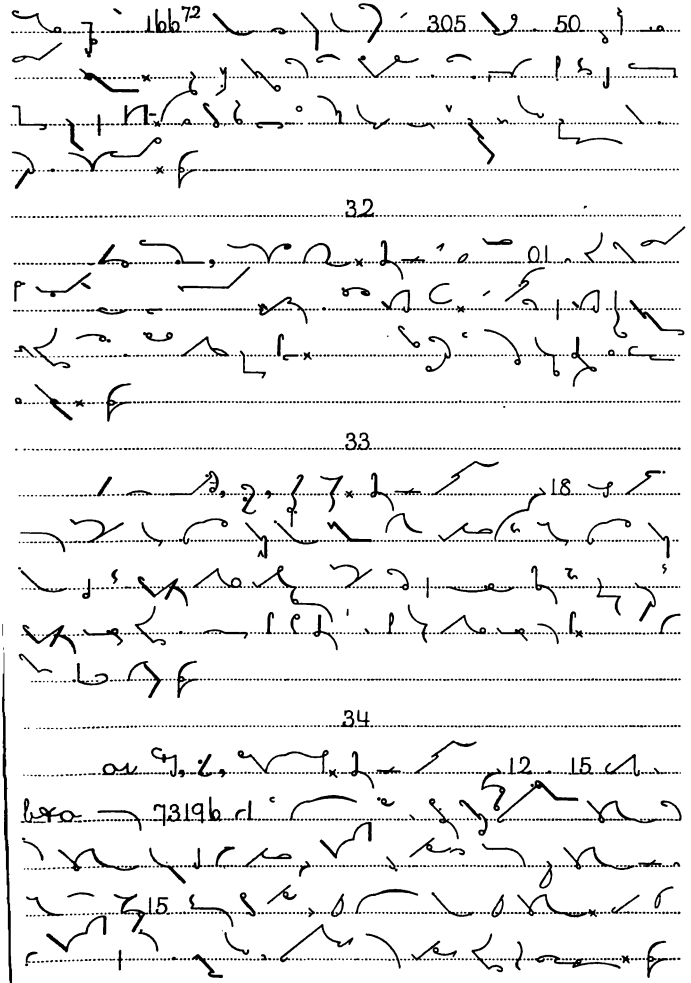


30

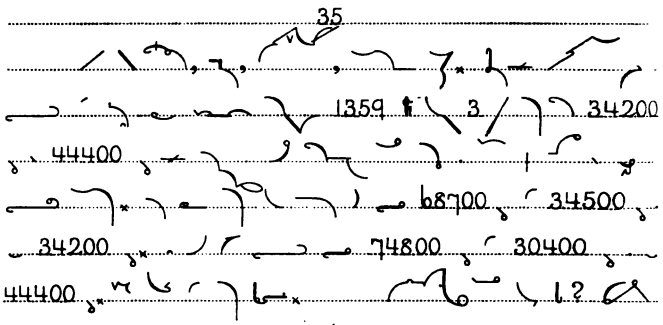


31

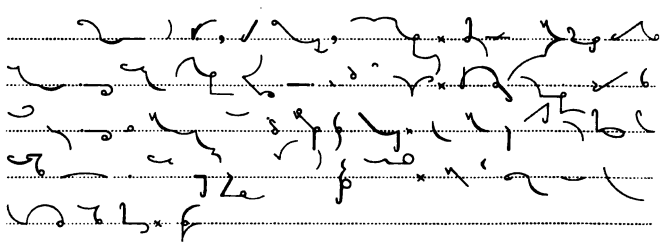




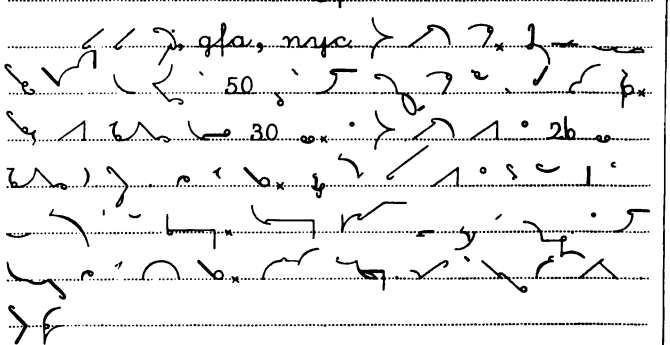
35


1359
3
34200
44400
68700
34500
34200
74800
30400
44400

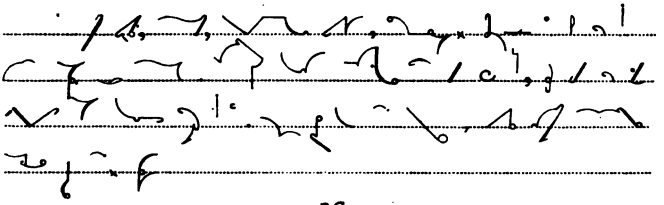
36



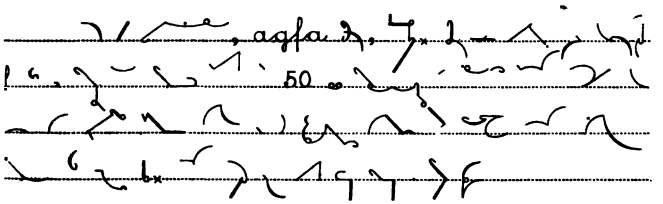
37


50
30
26

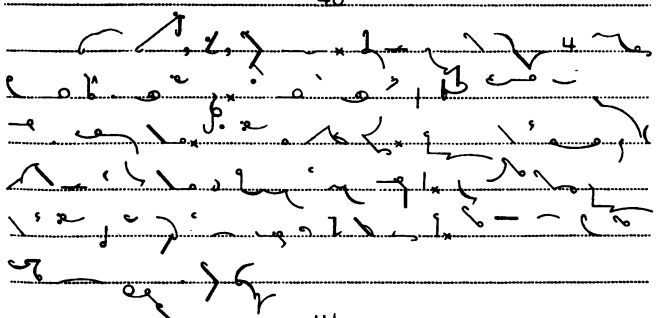
38



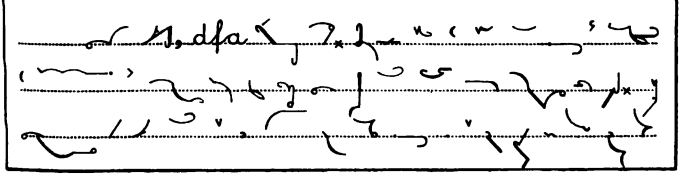
39

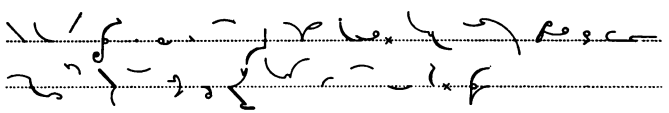


40

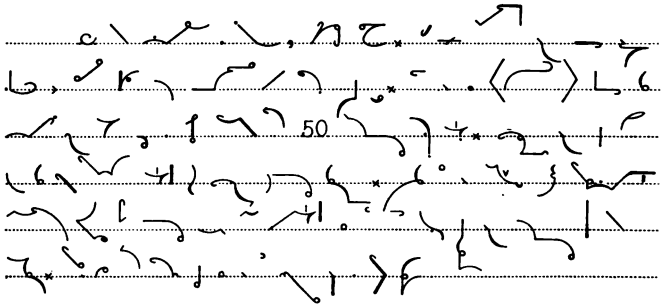


41

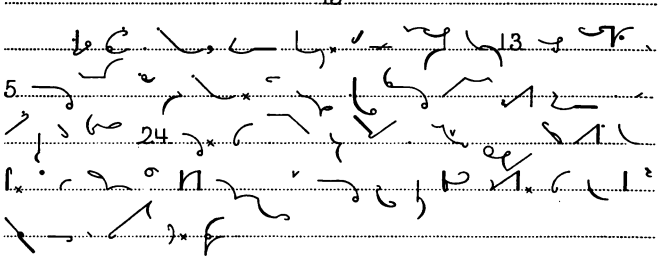




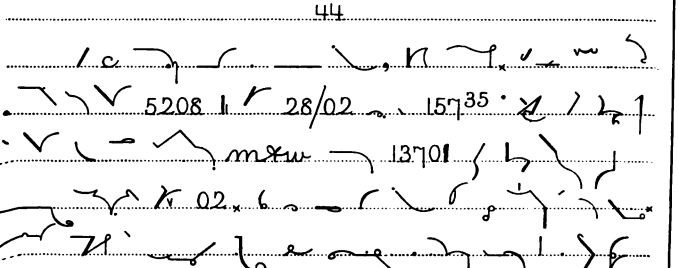
42



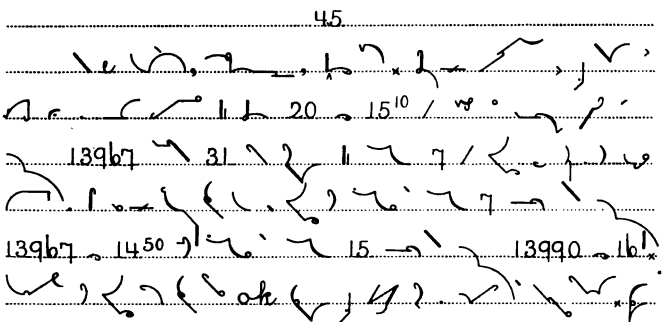
43



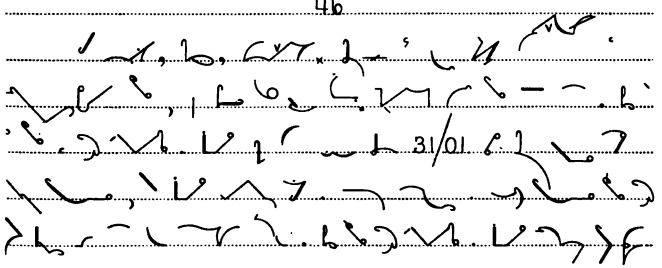
44



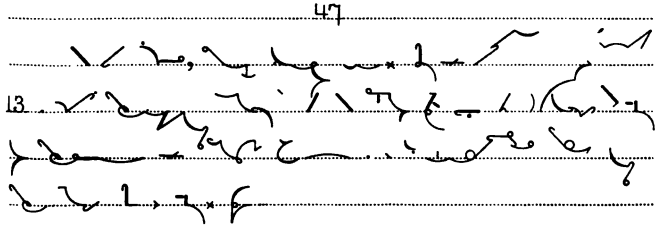
45



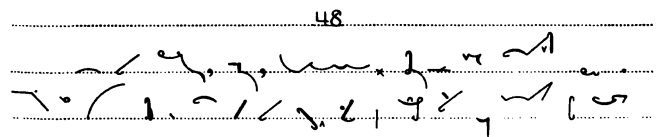
46

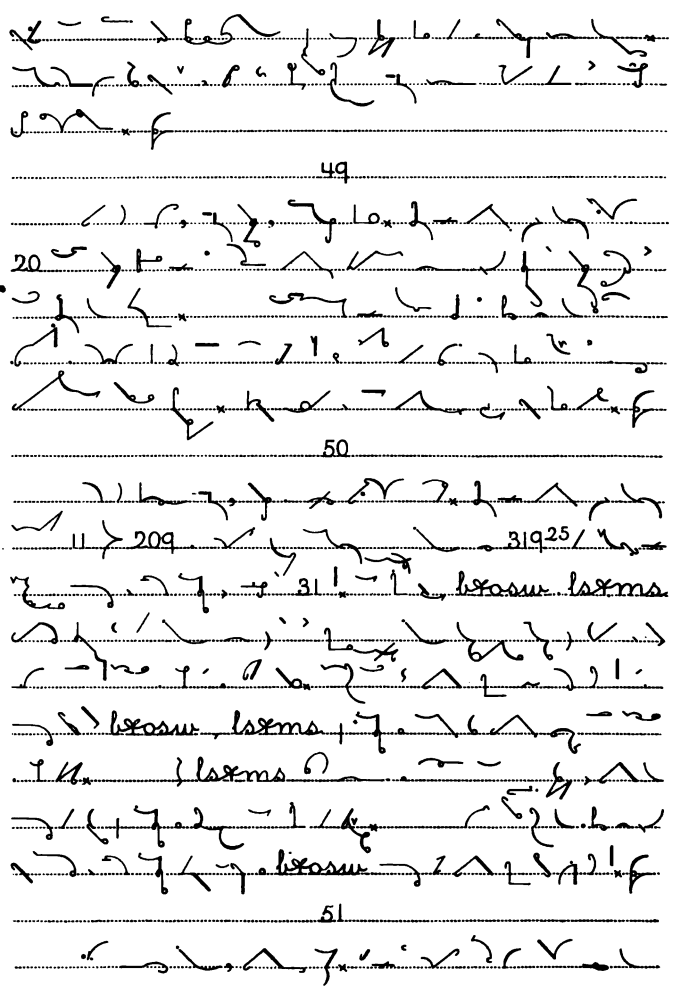


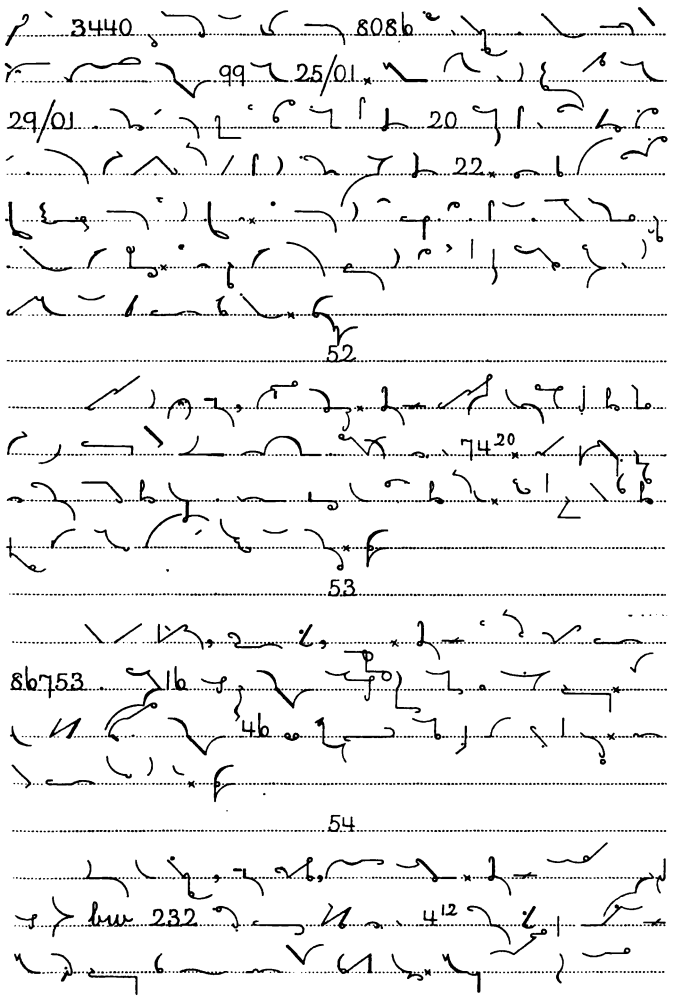
47

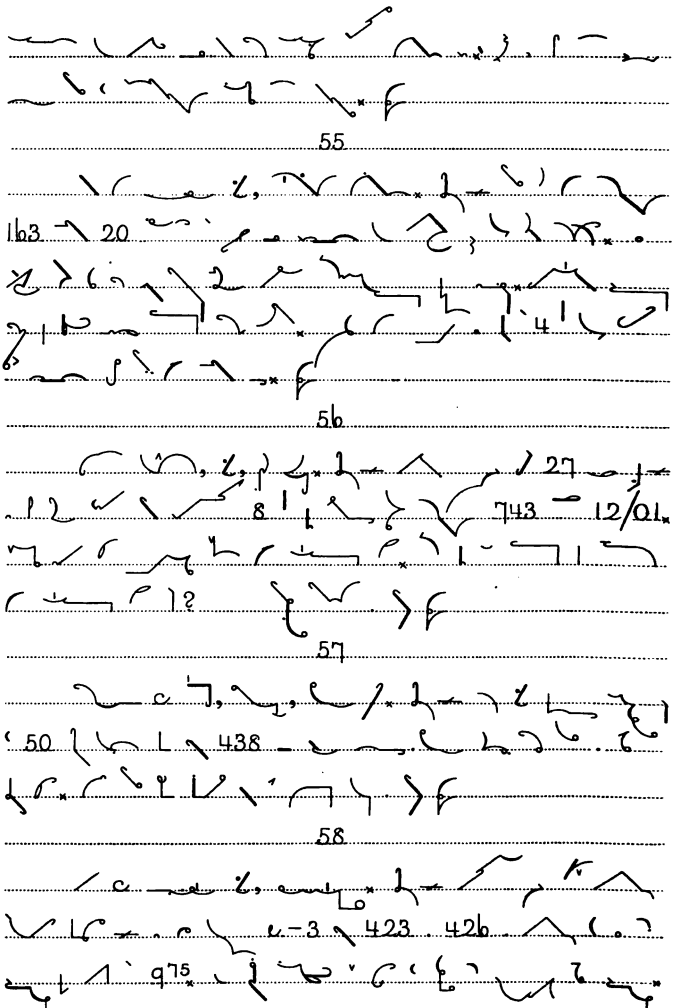


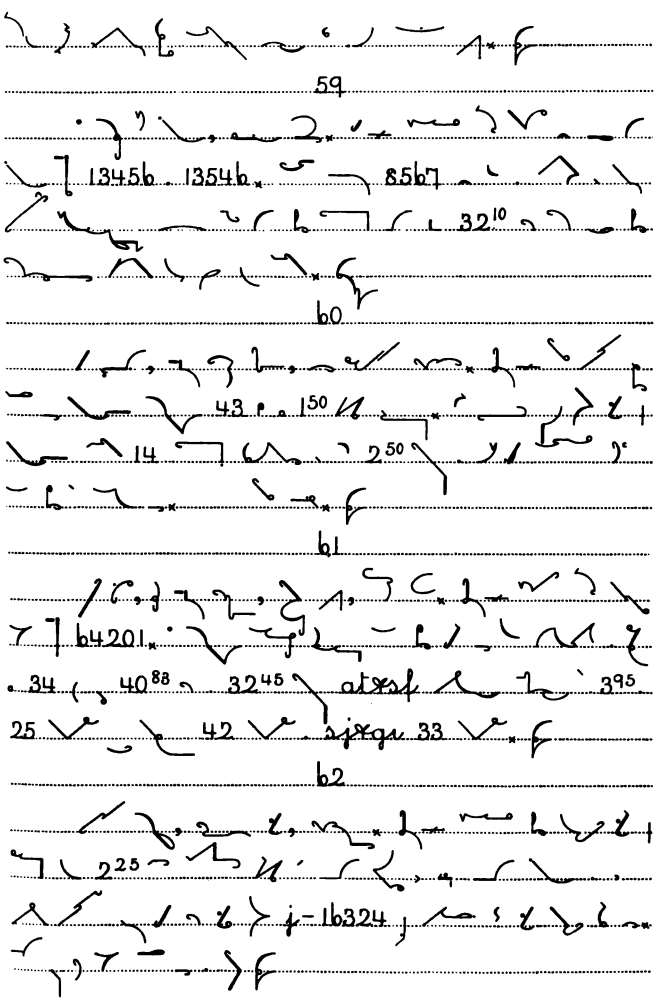
48



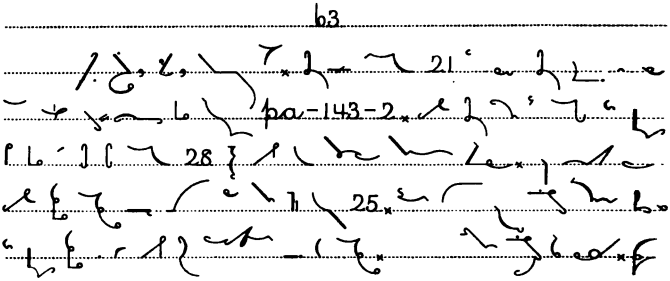



3440
8086
99
25/01
29/01
20
22
52
74 20
53
86753
16
46
54
232
4 12

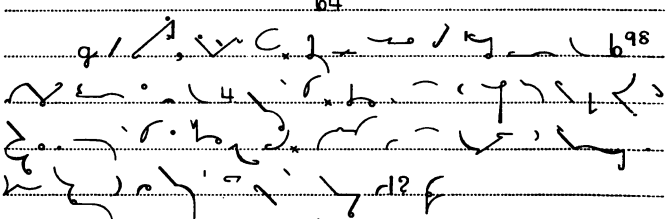



59
13456 13546 8567 32^10
60
43 150 14 250
61
64201 34 40^88 32^45 395 25 42 33
62
225 16324

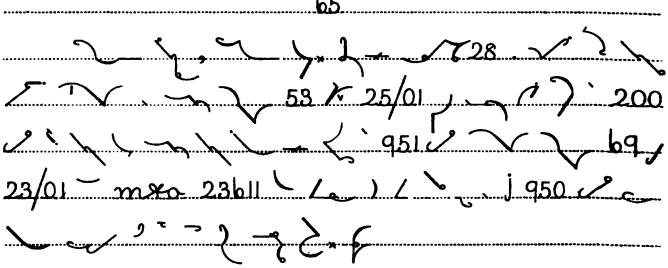
63



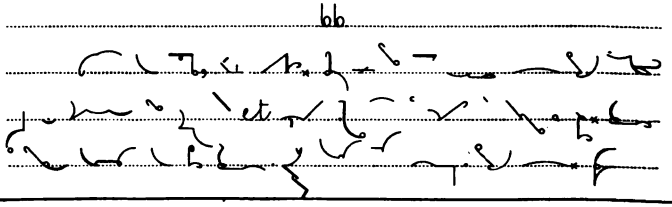
64



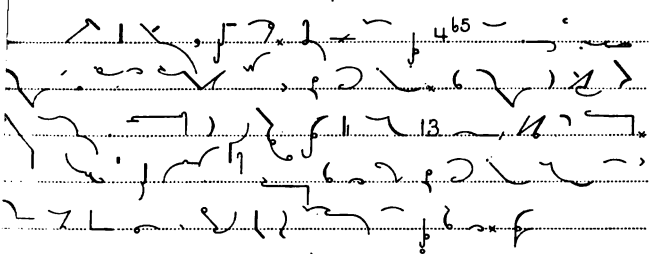
65



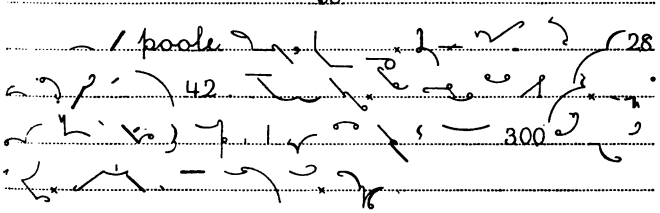
66



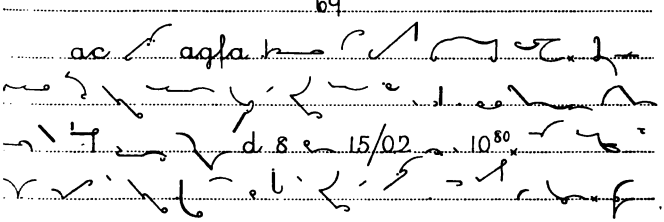
67



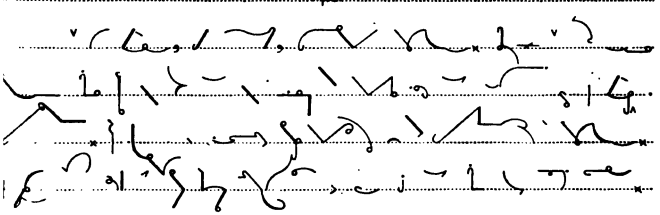
68

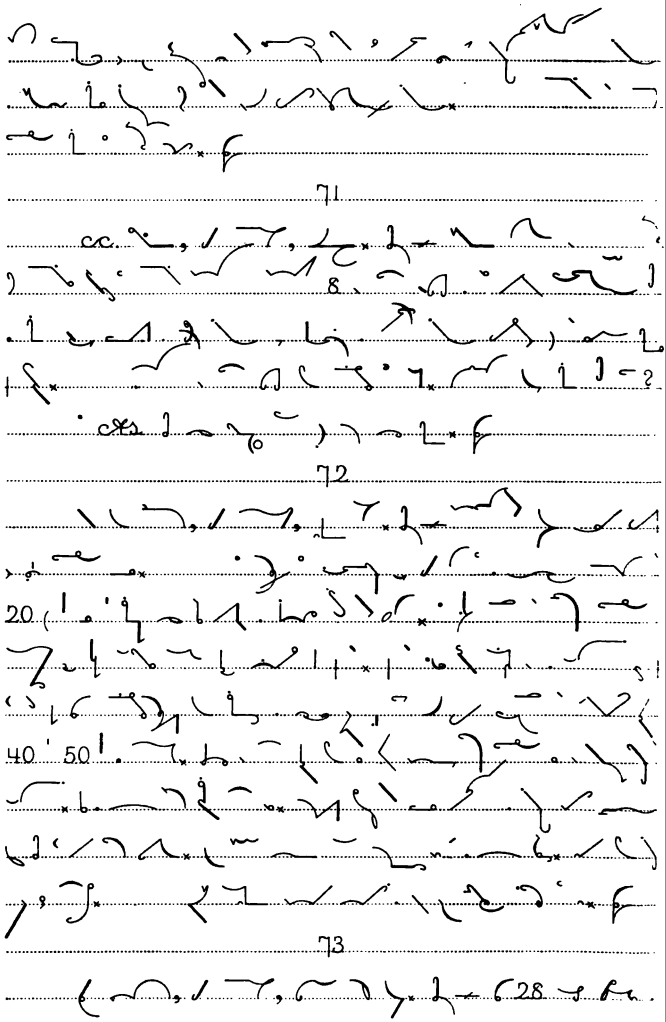


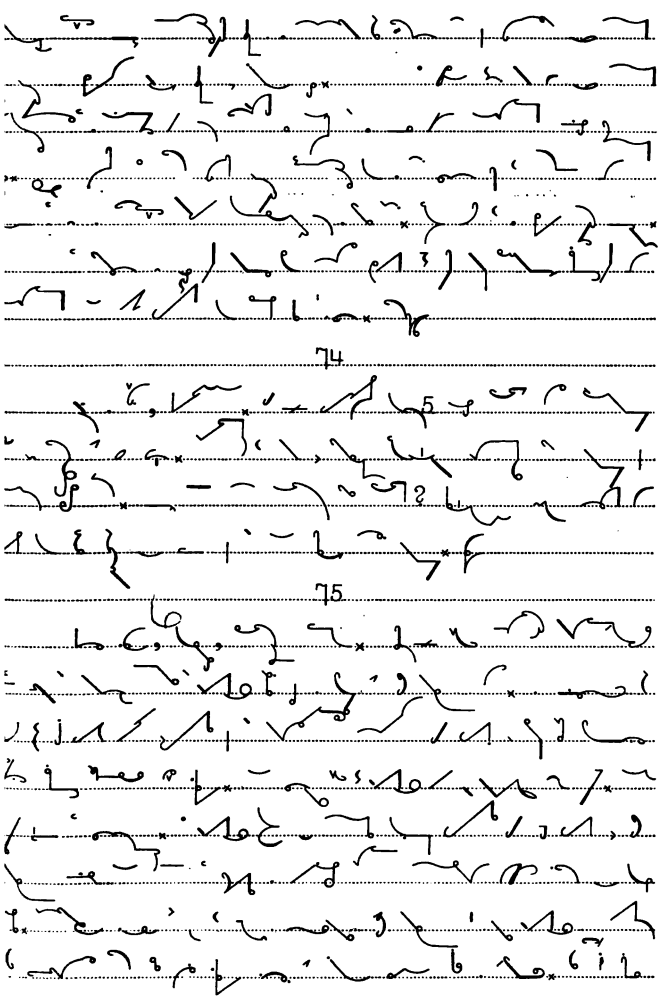
69

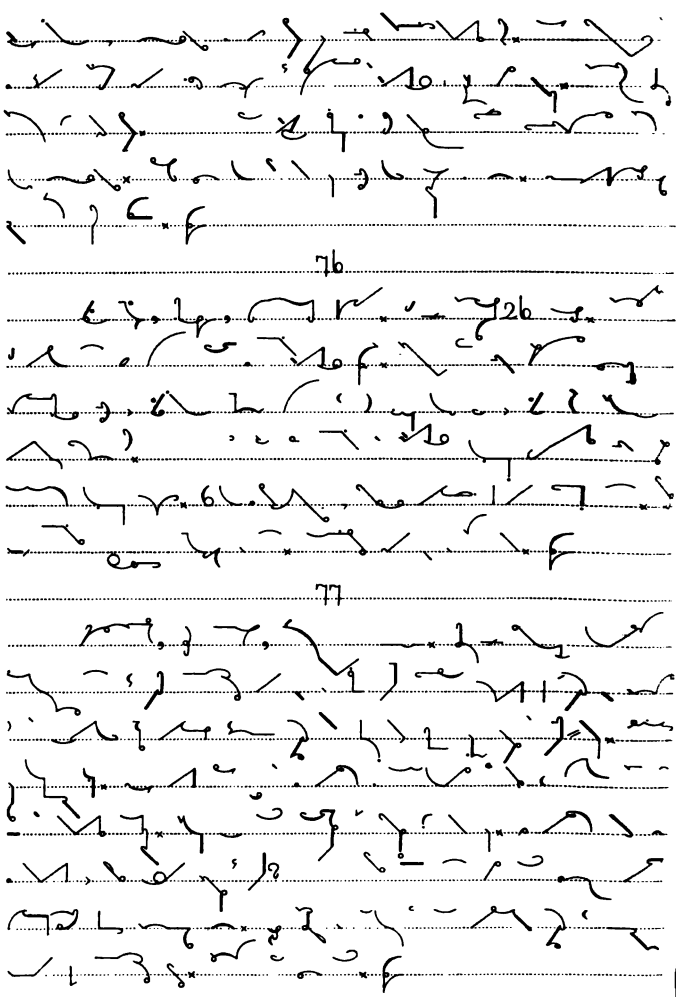


70









NOTES.

Letter No. 1, line 1. The words "Mr." and Messrs." are uniformly omitted before the names of persons and firms in taking notes, but they should, of course, be properly inserted in transcribing. Whenever the word "Esq." is used by the dictator it should appear in the notes.

No. 6, line 3. In writing titles of railroads, the stroke ⟍ may be intersected with the last preceding stroke to represent the word "Railway."

No. 6, line 3. The outline for the word "track" ought always to be written in the third position to avoid a possible clash with the word "truck," which has a common technical use in railroad diction.

No. 7, line 2. ⟋ may be intersected (or, as here, overlapped) with the last preceding stroke to represent the word "Railway." Compare No. 6, line 3.

No. 7, line 5. It is sometimes more convenient and more natural (especially when it corresponds with the actual speech of the dictator) to use longhand initials for writing the name of a railroad. In such a case it is preferable to write the *small* letters because of their simpler and briefer forms.

No. 13, line 1. "Shop" ought always to be vocalized to avoid a possible clash with the word "ship." A transportation company may own *ships* and *shops* and it is important to make no mistake as to which is referred to.

No. 20, line 1. Titles of officers are sometimes more conveniently represented by longhand initials than by the phonographic forms. Compare No. 7, line 5.

No. 27, line 2. The word "number" may frequently be omitted in note-taking when it immediately precedes a numeral which obviously requires it in transcription.

No. 36, line 3. The contraction here used for the word "train-master" is very useful in railroad work.

No. 38, line 3. The variant form here used for the word "charge" is often useful in phrase-writing, but the regular form ⌐ should be preferred when the word stands alone.

No. 39, line 3. The word "shipment," which is of great frequency in railroad work, may sometimes be varied, as here shown, for the purpose of making a convenient phrase.

No. 68, line 1. Great care must be exercised in taking such names as Pool(e), Green(e), Brown(e), Clark(e), Read(e), Reid(e), Reed(e), which admit of various spellings. If the dictater is careful and systematic in his habits, he will always call the amanuensis' attention to the fact that he is writing to "M. J. Poole-with-an-*e*," and the name should then be written in longhand and so spelled. But usually no dependence can be placed on the dictater. The amanuensis must therefore stop the dictater and ask the spelling of such doubtful names, unless he is sure that he can obtain access to the information, by reference to the letter which is being answered or in some other way. He should, of course, not interrupt the dictater needlessly.

No. 75, line 1. "Vice-president" may be written with the contracted form here given.

KEY.

I.

Mr. M. M. Howard, Road Master,
New York, N. Y.

Dear Sir:

I have yours of yesterday, regarding intersection of our old and new lines, and amount of rail on hand. Our Storekeeper advises that there is a great deal more rail on hand than we expected to find.

It now looks as if we should not need over six miles of rail to complete the entire new line, and I have no doubt that Mr. Campbell, Chief Engineer, will be able to get this amount and keep us going.

Does the Foreman of the Construction Gang know about the narrowness of the dump? When our engine is out on this line, great care must be exercised to avoid accidents. We might stand having a car go over the bank, but we do not want to take any chances on capsizing an engine.

Yours truly

2.

Mr. J. B. East,
Superintendent of Car Service,*
Chicago, Ill.

Dear Sir:

I am in receipt of your favor of the 24th, regarding Mobile & Ohio cars en route to Hartshorne for ties. I was at Howard Station last night and the Agent at that point advised me that some eight or ten cars had moved south, and more would follow in a very short time; so I do not think there will be any delay hereafter. I am of the opinion that the delay was on account of lack of motive power. and not from a desire to delay us in any way on construction work.

Yours truly

3.

Mr. S. H. Krupp,
St. Louis, Mo.

Dear Sir:

We are in receipt of your favor of the 15th instant, in regard to old bridges, and in reply will say that we have on hand four 150-foot spans and two 75-foot spans. We are changing many of our bridges and putting in heavier ones, so we will doubtless have some more later on.

*Ordinarily the title of an officer or employee should be written on the line with his name; but when the title is as long as three words it is generally better (unless abbreviations are used, as in letter No 20) to put it on a separate line.

They are all for sale, but it is hard to give an accurate description.

We should be pleased to hear from you should you decide to purchase from us.

Yours truly

4.

Mr. A. M. Beecher, Assistant Engineer,
Philadelphia, Pa.

Dear Sir:

Bridge No. 125 has been taken down and trains are now running over false work. The piers are entirely completed and as soon as sufficient time has elapsed to make the masonry capable of bearing the new bridge, we will be ready to have it put up. Two cars of material for this bridge have arrived. By the time this bridge is up, we will probably have Bridge No. 116 out of the way and the false work in, and we can then go ahead on such other bridges as you want taken out, thus keeping ahead of the regular bridge gang. This is for your information.

Yours truly

5.

Mr. J. B. Humphreys, Superintendent,
Providence, R. I.

Dear Sir:

I have had from you one or two communications in regard to additional facilities on the Rutland Division, in the way of additional side-tracks recommended as necessary.

Besides those side-tracks which you have been authorized to build, there will be no more authorized for the present, except industrial sidings.

Your entire energy should be devoted to the economical management of the transportation on these lines. The month of February shows a large increase in switching on the Rutland Division, and heavy increases are shown in train service on the Behring Division, notwithstanding the fact that there is a decrease in the earnings and a decrease in the number of tons moved on both divisions.

On both the Rutland Division and the Behring Division we now have heavier motive power than a year ago, and we should be showing more economy in the operation of train service.

Yours truly

6.

Mr. William Munson,
Engineer Maintenance of Way,
Boston, Mass.

Dear Sir:

Please let us have as soon as possible a blue-print showing the location of the following at Springfield:

Boston & Albany Railway tracks, especially the old main track,
New passenger and freight stations,

Track on the N. Y., N. H. and H. right of way,
Tracks at the junction east of Springfield shops.
Let us have six copies of the print.
Yours truly

7.

Mr. C. W. Watson,
Superintendent of Terminals,
Baltimore, Md.

Dear Sir:

Referring to your letter of March 12, File 632, in regard to letter from Superintendent Buxton of the Baltimore & Ohio R. R., relative to protecting crossing near the Newman Iron Works at Pittsburg:

I assume you have a copy of the contract of September 9, 1899, made between the B. & O. R. R., and the receiver of the Pittsburg & Lake Erie R. R.

As you will note, in paragraph 3, it is provided that the "party of the first part (the B. & O.) shall also provide and put in place all such signals, gates or interlocking system which may be so required . . . . . and after the construction of the said signals or gates or interlocking system (shall) repair, maintain and renew the same . . . . . ." billing against our company for one-half the cost thereof and one-half the cost of maintenance.

I do not understand why you assume that we are obligated to pay for these gates beyond what is provided in the contract; viz., one-half the cost.

I would suggest that you reply to Mr. Buxton accordingly.

Yours truly

8.

Mr. H. B. Stevenson, General Superintendent,
Rochester, N. Y.

Dear Sir:

This morning Engine No. 59 was delivered at Hunt and Water Streets without brake. The driver brake on the right-hand side was without head or brake-shoe. I am informed by Mr. Allen that he has no supplies which would enable him to put Engine No. 59 in good condition.

Engine No. 62 was delivered with dump-grate down, causing a delay of twenty minutes.

Yours truly

9.

Mr. David Patterson,
Division Master Mechanic,
Troy, N. Y.

Dear Sir:

Please note letter next attached, from the Superintendent of Transportation, in reference to billing bad-order cars south instead of billing them back to Troy when they are south of Troy; for instance, anywhere on the third district, south of Saratoga, where they cannot be repaired at Round Lake.

Please return papers.

Yours truly

10.

Mr. Henry L. Osborne,
Division Master Mechanic,
Minneapolis, Minn.

Dear Sir:

Please note inclosed letter from Edward Dixon, Superintendent of Machinery of the M. & St. L. R. R., in regard to material furnished Engines Nos. 420, 421, 422, 423, 424 and 425 at Keokuk. With return of papers, please let me know what this material consisted of, and what was its value.

Yours truly

11.

Mr. William Farmer,
Division Master Mechanic,
Dayton, Ohio.

Dear Sir:

The General Manager informs me he will cancel the order for run of mine coal and hereafter you will receive screened lump coal as formerly. Please watch this coal carefully, as the mine people have gotton into the habit of furnishing us run of mine coal for the last thirty days and we may get some badly-screened lump, containing a large percentage of slack, etc. Therefore instruct your foremen and all concerned to give you prompt reports of the condition of this coal in order to onable me to check it up if it comes to us in bad shape.

Yours truly

12.

Mr. John Henderson, Car Foreman,
Louisville, Ky.

Dear Sir:

Are you particular in making up damaged-car reports covering all cars damaged by the Suburban Belt, and are cards issued against this line for all cars that are damaged?

Yours truly

13.

The Western Car Co.,
Denver, Colo.

Gentlemen:

After getting the car to the shops for the purpose of correcting the brake troubles, we find several points to which we desire to call your attention and which must be corrected.

The brake relief springs are entirely too light and, as a result, the brake-shoes still cling to the wheels after the air is thrown off. Please send us immediately a sufficient number of springs of adequate strength to replace all of the lighter springs on the cars you furnished. This will require sixty-four springs for the cars we have here. We also wish the same kind of springs placed on the new cars you are building.

We wish further to call your attention to the bolts connecting the levers of the brake rigging. An examination of these bolts shows that they are of the poorest quality of iron and have already worked about half in two. This trouble can be corrected by using a properly-tempered steel bolt and by increasing the bearing surfaces of the brake-rods at the points of coupling.

Yours truly

14.

Mr. James H. Bradshaw, Purchasing Agent,
Columbus, Ohio.

Dear Sir:

I have yours of January 23, in regard to broken wheels, and in reply will say I have just prepared a statement showing that we have had 115 brcken wheels on our line since July 1, and the wheels are of everybody's make. There are probably ten or fifteen different makes.

These wheels did not, of course, all break under our equipment, but the breakage of some was under foreign equipment. Most of the wheels broken under our equipment were made by the Milwaukee Car Company. We had the material analyzed and it is reported to be very good—above the average, in fact. The crack occurs in the tread next to the flange. It is at first a very fine crack which gets steadily larger, and when this is discovered we take the wheel out; but we have had a few breaks before we found the trouble, which is evidently some defect in the chill of the wheel. We have had a few of the Higgin and Bentley Company's wheels break.

Yours truly

15.

Mr. F. B. Rogers,
Division Master Mechanic,
Camden, N. J.

Dear Sir:

Returning your letter of October 25: Your form 550, report of oil, tallow and waste issued to engines, should show the actual amount of oil issued to and consumed by engines, including oil furnished by the Trenton shops. If the Northern Division is entitled to any credit for oil issued to engines going to the Southern Division, this should be charged to the Southern Division on department bill and credited to your accounts. If this has not been done and your oil, tallow and waste report, Form 550, has not shown the facts in the case, beginning with October, see that it does, as these figures are taken and are supposed to be the exact amount of oil used by your engines.

The report of the Southern Division is made up correctly, and I do not see why that of the Northern Division cannot be made up correctly also.

Very truly yours

16.

Mr. George P. Davis, Purchasing Agent,
Richmond, Va.

Dear Sir:

Referring to the attached correspondence relating to the twe nine Janney passenger couplers, which are dead stock owing to the tion of the National coupler as the standard; and carrying out yo structions and the directions given by Mr. Green in his letter of 30, also attached. I would say that we will distribute these twen couplers as follows:

10 to R. E. Roberts, Charleston;
1 to Jacksonville;
1 to Tampa;
2 to Columbia;
2 to Danville;
1 to Petersburg;
1 to Greensboro;

and we will use them for repair purpose until they are discarded a scrap.

Yours truly

17.

Mr. A. D. Nast,
Passenger Traffic Manager,
Indianapolis, Ind.

Dear Sir:

I have your esteemed favor of March 11, in regard to addition train service between Glenwood and Danville, in order to make conn with the C. & E. R. R. at Danville for Terre Haute.

This matter has been agitated by the people at Glenwood to my sonal knowledge, ever since I came to this territory, and I think always been a source of complaint. We have made several investiga to ascertain what amount of business could be developed by such ad tional service, and the indications are that the amount of this tr would not be in excess of eight passengers a day in both direction

The additional expense to operate this service would be at le $175 a month, with an earning not to exceed $60 a month.

Under the circumstances I do not feel that we would be justif going to this expense. The drive of three miles from Glenwood to D ville, requiring about forty minutes, is not a serious hardship to people.

Yours truly

18.

Mr. Louis P. Snider,
The Delaware & Hudson Co., Scranton, Pa.

Dear Sir:

This will be handed you by Mr. F. B. Nelson, who is in charge the one officers' car No. 98, for your company. Will you kindly a for return transportation for him, and oblige

Yours very respectfully

19.

Mr. William C. Miner, General Agent,
Toledo, Ohio.

Dear Sir:

For your information I will say that we have arranged to supply you with one copy monthly of the latest official railway Guide. This Guide will be delivered to your office and will reach you about the 10th of each month.

Yours truly,

20.

Mr. James J. Lawson, G. P. & T. A.,*
C. A. & C. Railway Co.,†
Cleveland, Ohio.

Dear Sir:

Ticket over your line and connections, Form B3064, No. 3039, has been sold, Dayton to Buffalo, via Cleveland, at request of our county hospital, to a deserving case of charity, at a reduced rate of $8.50. I will appreciate it if you will kindly furnish me with authority to report to your line the proper proportion of this rate accruing from Cleveland.

Yours truly

21.

Mr. James Green, Agent,
Worcester, Mass.

Dear Sir:

The following irregularity is noted in connection with tickets issued at your station: Omission of signature to contract of trip ticket No. 2. I would call your attention to instructions contained in Circular No. 2, which state that in order that purchaser's exact name may be obtained in all cases, agents should require the signature to be written with ink in the contract before filling in the other blanks of the ticket. Please be governed accordingly in future.

Yours very truly

22.

Mr. Frank Seaman,
St. Paul, Minn.

Dear Sir:

Referring to your letter of a few days ago, I beg leave to say that we shall be glad if you will send the package, which is at your station awaiting disposition, to this office as soon as possible, in order that we may deliver it to the consignee. I should also be glad to have a

*General Passenger and Transportation Agent Abbreviations of this kind though not to be recommended as a matter of form are frequently used in the haste of railroad work.

†In addressing an officer or employee of another company the name of the company should be mentioned. In addressing an officer or employee of one's own company it is customary to omit the name of the company.

full statement of the matter, particularly as regards the delay at your station and as to why you did not make some inquiry when you found this package unclaimed. It is just possible that we shall be called upon to pay a claim because of this delay. Please send full information.

Yours truly

23.

Mr. E. O. Tarvin,
Division Ticket Agent,
Syracuse, N. Y.

Dear Sir:

Beginning February 10, this company will settle for its prepaid ticket orders by including their value in its ticket reports to foreign roads for the month in which the orders are issued, and will accept similar settlement from foreign roads for prepaid ticket orders of their issue drawn on our company. All prepaid ticket orders issued prior to February 10 should be settled by draft or special remittance as heretofore. Please acknowledge receipt.

Yours truly

24.

Mr. Charles Adams, Ticket Agent,
Omaha, Nebr.

Dear Sir:

Referring to your favor of the 6th inst., I beg leave to inform you that we have canceled your instructions to furnish Henry Martin a ticket from Kansas City to Los Angeles, and you may return money to depositor, taking receipt on form P. P. O. 1, and attaching it to your report to the Auditor of Freight and Ticket Accounts.

Yours very truly

25.

Mr. H. E. Calhoun, Agent,
Omaha, Nebr.

Dear Sir:

Referring to Mileage Book No. 67848, issued by you January 15, 1902, to Mr. George K. Peters and family, consisting of five persons besides the original purchaser; and to the report for same sent in by you with only two names thereon, viz., Mr. George K. Peters and Mrs. Susan Peters, and to your letter in which you say you have not the names that are in the mileage book and therefore return the report without the names being inserted thereon. This information should be in your book "Record of Tickets Sold " In the future, please be careful to enter the names that appear in mileage books both on your report to this office and in your book "Record of Tickets Sold."

Yours truly

26.

Mr. S. D. Harrison,
Grand Rapids, Mich.

Dear Sir:

Replying to your favor of the 24th inst. inclosing Mileage Book No. 2004, issued to members of your firm at Bay City, Mich., on October 23, 1900, in which there are seventy unused coupons, I beg leave to say that this book is not redeemable, there having been used out of it 430 miles, which, at three cents per mile (on which basis unused portions of mileage books are redeemed before the date of expiration), amounts to more than the original value for which the book was purchased. At any rate, the book expired October 23, 1901, and it is therefore not redeemable and cannot be used, and we have filed it.

Thanking you for turning in the book, I am

Yours truly

27.

Messrs. Phillips Brothers,
Nashville, Tenn.

Gentlemen:

Replying to your favor of the 21st inst., regarding shipment of yellow pine lumber in L. & N. Car No. 153, originally consigned to your company at Knoxville: This shipment left Houston on the 20th inst., passing over our track scales on that date, and was delivered to the L. & N. R. R. Co. on the 21st, destined to Marion Junction, Nashville, Tenn., c/o Tennessee Central Railway. I find our agent at Houston has issued correction on his way-bill changing name of consignee to read Haywood Lumber Co. As instructions for changing name of consignee and destination did not reach us before the shipment left Houston, it may be possible that your instructions cannot be carried out before the car reaches its destination. However, we have taken up the matter with a view to carrying out your instructions, and remain

Yours very truly

28.

Mr. J. E. Norcross,
Paterson, N. J.

Dear Sir:

Please note additional correspondence in regard to Way-bill No. 111, Atlantic City to Bayonne, July 12, 1900. Please inform me if you will now accept.

I note from Mr. Harper's letter of July, that 444 rolls of paper were received on a bill which called for 442 only, leaving two rolls over. These 444 rolls, which this bill covers, are said to have been found at Bayonne and complete a lot of one thousand rolls. This being the case I can see no reason why this way-bill should not be taken to account.

Yours truly

29.

Mr. John F. Luce,
Atlanta, Ga.
Dear Sir:

The shipment referred to in yours of December 15, covered by Shelby Way-bill No. 556 on Piqua, arrived here October 12, in C. C. C. & St. L. Car No. 65342, sealed 470, all doors, and was transferred to C. H. & D. Car No. 26534. One barrel parts was noted as short at Middletown and the same was noted here, but no report on Form 20 was made for the reason that the shortage was shown on the way-bill.

Yours very truly

30.

Mr. D. A. Benson, F. C. A., [Freight Claim Agent].
Detroit, Mich.
Dear Sir:

I have again looked up our records and find that Ashland Way-bill 69 called for 951 rolls of building paper, while in the body of way-bill the shipment was itemized as follows:

50 bundles marked M. L. Co.,
106 " " Klondike,
475 " " Tiger Brand,
520 " " A. M.,

and that number of rolls was forwarded from here. I am unable to take this up with Checker Burns for confirmation, as he is now employed at Adrian, but our records are quite clear as to overage having gone forward with balance of shipment.

Yours truly

31.

Mr. Thomas L. Murphy,
Auditor of Agencies,
Cincinnati, Ohio.
Dear Sir:

Under date of January 24, I wrote you in reference to an outstanding of $166.72, being amount paid for overage on 305 bushels and fifty pounds of wheat, ex Steamer Pittsburg. To this letter I attached papers from Mr. Pearson and Mr. Conley, stating that the amount had been collected and taken to debit at Toledo. As the balance of this grain is ordered forward now, I would be obliged to you if you would take the matter up and arrange an early clearance.

Yours truly

32.

Mr. James Clark,
New Orleans, La.
Dear Sir:

On the 1st of August, 1901, you shipped, per Steamer City of Cairo, one crate of crockery to Warner & Simmons, Alton, Ill. On arrival of

the freight at Alton, it was found to be broken, and part of the shipment missing, and consignees refused to take the delivery of the crate.

Please furnish us with orders for its disposal as quickly as possible.

Yours truly

33.

Mr. J. M. Carrothers, Freight Agent,
Jersey City, N. J.

Dear Sir:

Referring to your letter of the 18th inst., regarding car of machinery for the Williams Powder Company, I beg leave to request that you notify the Williams Powder Company at once that the Blue Ridge Railway refuses to receive this car of machinery from us at Anderson Transfer, and that you ask them to arrange with the Blue Ridge Railway to accept the shipment and make the delivery as they desire, or to state if they refuse to accept our delivery.

Your prompt attention will oblige

Yours truly

34.

Mr. O. I. Knowlton, Agent,
St. Paul, Minn.

Dear Sir:

Referring to your messages of the 12th and 15th, relative to B. & O. car 73,196, loaded with lumber, consigned to Spencer Brothers, Harrisburg, Pa., from Erie, Pa., February 10, and your request to hold bill of lading pending reconsignment of car to Chester, Pa.: You notify me in your message of the 15th that the car has been reconsigned to the Chester Lumber Co., Chester, Pa. We are still holding bill of lading at Erie and should be glad if you would hurry forward the order to reconsign the shipment so that we may close the matter.

Yours truly

35.

Mr. R. B. Mercer, Auditor,
Lehigh Valley, R. R.,
Newark, N. J.

Dear Sir:

Referring to your correction on Urey 1 to Montgomery, W/B*No. 1359, dated February 3, changing weight from 34,200 pounds to 44,400 pounds: Our Weighmaster is usually very careful in his weighings and I am at a loss to understand the corrections in weight. Our scale weight for car was, gross 68,700 pounds, light 34,500 pounds, and net 34,200 pounds. You show on your correction, gross 74,800 pounds, light 30,400 pounds, and net 44,400 pounds. I note that even the light weight does not agree.

Will you kindly advise us of cause for the difference?

Yours respectfully

* This is a commonly-used abbreviation for "way-bill."

36.

Mr. Frank S. Dudley, General Superintendent,
Memphis, Tenn.

Dear Sir:

I have your letter of the 3d inst., with reference to notifying connections when we have live stock shipments going to points beyond our line. It has always been our custom to wire this information to our connections, and as I have never heard any complaints, I supposed this was being done. However, I have to-day written our Train Master fully in regard to this matter, and when we get down to Jackson, I will see that this is done in all cases. I hope that we may have no future failures in this direction.

Yours truly

37.

Mr. H. H. French, G. F. A., [General Freight Agent].
N. Y. C. & H. R. R. R., Fall River, Mass.

Dear Sir:

Inclosed please find B/L* for shipment of fifty pounds of sugar from Worcester, Mass., consigned to John Little, of this city. Please note that the rate on this shipment figures thirty cents. The Fall River rate is twenty-six cents, and this shipment was purchased and sold on that basis. We do not understand why the higher rate is applied, nor do we know whether or not it is correct. If correct, it will work a great hardship on our customer, the sugar having been sold on the lower basis. Will you kindly investigate and return all papers with your reply, and oblige

Yours truly

38.

Mr. George Hodges, Manager,
Parkview Hotel, Syracuse, N. Y.

Dear Sir:

The State Freight Committee will meet in your city next month, and I will appreciate it if you will kindly advise Mr. J. C. White, Assistant General Freight Agent, Auburn, N. Y., if you can furnish the committee with a room suitable for meeting purposes, and the rates you will charge the members in attendance at this meeting.

Yours truly

39.

Mr. W. J. Henderson, A. G. F. A., [Assistant General Freight Agent.]
Southern Railway, Augusta, Ga.

Dear Sir:

Replying to your favor of the 10th, stating that you would participate in application of rate of fifty cents per one hundred pounds on consignment of mill machinery for M. L. Roberts, I beg leave to say that

* Bill of lading.

this shipment will be made by the North Carolina Mill & Elevator Company within a few days. Kindly arrange to have rate quoted protected, and oblige

Yours truly

40.

Mr. William Harden, Agent,
Bridgeport, Conn.

Dear Sir:

You forwarded, per Way-bill No. 4, on November 2, several cases of toys and notions consigned to this station. The cases of notions arrived at destination with one case in bad order because of an insecure box. The consignee has refused the shipment. We took the matter up with the senders who say they are not liable--that if the box was not strong enough we should not have accepted it. However, the shippers promise to take the matter up with the consignee at once in order to arrange with him to accept the freight and do the best he can with it. Please give me full particulars in regard to this matter as soon as possible, and oblige

Yours very truly

41.

Mr. Samuel Sheridan,
Division Freight Agent,
Brockton, Mass.

Dear Sir:

I find that I need in connection with the investigation that I am making of the movement of our fast freight trains, some detailed information in regard to card way-bills and freight tonnage. I attach some blanks which show the information I would like to have in this connection and I would be much obliged to you if you would have them filled up for each of your stations and sent to me at your earliest convenience. If you have any further suggestions as to the quicker movement of freight both in and through the yards I shall be glad if you will let me know of them.

Yours truly

42.

Messrs. C. P. Emerson & Co.,
Charleston, S. C.

Gentlemen:

I regret to have again to call your attention to the serious delay our coal-cars are suffering at your hands. According to a "location" taken this morning you have in your yards and on sidings near by over fifty of our cars awaiting unloading. We must ask you to have at least half this number promptly unloaded so that we may have the use of the cars this week. This letter is to notify you that we shall place an embargo on any further shipments until the cars now on hand are unloaded, as we cannot afford at this time to have our cars tied up in this way. Please let us hear from you at once as to what you propose to do, and oblige

Yours truly

43.

Messrs. Edwards Wilson & Co.,
Chattanooga, Tenn.
Gentlemen:

I am in receipt of your favor of the 13th instant in regard to delay to five cars of coal consigned to your company. According to our latest advice these cars are now en route to Chattanooga and should arrive at that point within the next twenty-four hours. We will keep after them by wire and notify you as soon as they are placed ready for delivery. The late storm has somewhat delayed our movement or the cars would have been at their destination yesterday. We will, however, do all we possibly can to hurry them through.

Yours truly

44.

The J. C. Carter Coal & Coke Co.,
Duluth, Minn.
Gentlemen:

I hand you herewith a copy of our bill No. 5208 dated July 28, 1902, amounting to $157.35, the original of which was mailed you on date of bill, for cost of repairing M. & W. car 13,701, which was damaged by fire at your coke ovens in the early part of July, 1902. This amount against your company still stands unpaid on our books. Will you kindly acknowledge receipt of inclosure and advise us how soon we may expect a remittance to cover it, and oblige

Yours truly

45.

Mr. B. E. Fuller, Master Mechanic,
Des Moines, Ia.
Dear Sir:

Referring to the attached bill of the Hilton Lead & Color Works, dated December 20, amount $15.10, which I understand is to cover the shortage on our order No. 13,967 of October 31, per their bill dated November 7, which shipment went astray and was afterwards located and delivered to us: We have paid these people for two shipments; their invoice of November 7, covered by our order No. 13,967, amount $14.50, and their invoice of November 15, covered by our order No. 13,990, amount $16. If you received three shipments from these people, please O. K. this bill, attach charge-sheet thereto and return all papers promptly.

Yours truly

46.

Mr. John Merrill, Train Master,
Elmira, N. Y.
Dear Sir:

With the view of charging the Lehigh Valley R. R. with a proportion of the stationery supplies used at telegraph offices between Ithaca and Toronto, will you please give me a statement of what supplies were fur-

nished operators and conductors during the year ending December 31, 1901, such as train-order books, message paper, blanks used by conductors to report engine and car movement, and any other blanks or supplies furnished by your department, and let me have monthly hereafter a statement of supplies furnished operators and conductors, and very much oblige

Yours truly

47.

Mr. B. H. Wiggers, Superintendent,
Evansville, Ind.

Dear Sir:

Referring to your letter of March 13 and returning personal injury vouchers in favor of J. B. Scofield and Joseph Gray, which you say have been returned by the auditor for your personal signature: In order to facilitate the handling of the matter, and to avoid unnecessary correspondence, please sign the vouchers personally and forward direct to the auditor.

Yours truly

48.

Mr. M. H. Sanford, Auditor,
Fort Wayne, Ind.

Dear Sir:

I note that Mr. Rider sent you a copy of his letter addressed to Mr. J. H. Brown, agent at Youngstown, Ohio, under date of March 12, in regard to the practise of the agent in calling upon the Citizens' National Bank at that place to cash discharge tickets which were presented to him for payment. In view of the irregularity of this practise, I would suggest that you instruct the Traveling Auditor to make a thorough check of the Youngstown station as early as practicable.

Yours truly

49.

Mr. H. S. Catlin,
Auditor Passenger Accounts,
Galveston, Tex.

Dear Sir:

Replying to your favor of April 20, in regard to passenger statistics: The weekly report which you are now making, showing the distribution of passenger earnings, furnishes all the information we desire for each week.

In regard to the month: If you could condense the statement made for Mr. Willard and remodel it so as to give me a general idea as to what roads are selling our tickets, and via what connections we are receiving the business, it will be satisfactory. It will not be necessary to give the revenue, but only the number of tickets received.

Yours truly

50.

Mr. W. S. Thompson, Auditor,
Boston & Maine Railroad,
Haverhill, Mass.

Dear Sir:

Replying to your favor of March 11, File 209, and returning voucher in favor of the New England Railway Company, amount $319.25, which I have approved: I note that this includes cars to and from industries to the extent of $31. In the contract between the B. & O. S. W. and L. S. & M. S. railways it is provided that each company may use all of the tracks of the New England Railroad Company for this service, and for this use they are to pay the actual cost of maintenance and interest, on a wheelage basis. I am therefore of the opinion that the Hub Track should not earn three dollars on cars placed by the B. & O. S. W. Railway and the L. S. & M. S. Railway at industries, as in paying this we are paying more than the cost of maintenance and interest charges.

I think the L. S. & M. S. is also making a mistake in accruing this charge to the Hub for cars which they place at industries, as there is nothing in the contract which justifies this.

Will you please, therefore, have a statement made showing the number of cars to and from industries which could be interpreted as B. & O. S. W. Railway cars on which the Hub Track has been allowed three dollars.

Yours truly

51.

Healey Commission Co.,
Hoboken, N. J.

Gentlemen:

We return herewith your bill against us for shortage of 3440 pounds of corn in Vandalia car No. 8086, consigned to Patterson & Co., covered by Holyoke to Lancaster W/B 99, November 25, 1901. I beg leave to say that this car reached us November 29, 1901, and remained on our track with seals intact until December 20, when it was delivered to Mr. James Ellis, on an order of your representative here, which delivery was confirmed in your letter of December 22. Some days later Mr. Ellis advised us that he would not accept the car, and we so advised you. The car was immediately closed and sealed, and delivered in a couple of weeks to Yates & Company, on your instructions. As we made two deliveries on your order, and as the car was sealed all the time it was in our possession, we fail to see where you have any just claim on this company.

Yours very truly

52.

Mr. Henry S. Lewis, Auditor,
La Crosse, Wis.

Dear Sir:

We are in receipt of your favor of the 6th, containing statement of tickets of your issue collected by the Chicago, Milwaukee & St. Paul Railway, amounting to $74.20. You are at liberty to deduct this amount

from our coupon statement for December, and to make deductions for similar statements hereafter. We have not time to check up these statements at present, but will notify you later on if we find any errors.

Yours truly

53.

Mr. P. R. Turner,
Freight Claim Agent,
Kansas City, Kans.

Dear Sir:

We herewith return claim 86,753, and in reply to your letter of the 16th inst. would say that the way-bill in question was taken into account as entirely to collect. I will, however, charge Lawrence way-bill 46¢ on the strength of the correction notice attached and will apply it to earnings. You may pay the claim if you see fit.

Yours truly

54.

Mr. Oscar F. Peterson,
Auditor Freight Receipts,
Lincoln, Nebr.

Dear Sir:

In answer to your letter of the 10th inst., file B. W. 232, concerning collection of charges amounting to $4.12 from our agent at Kearney: I have arranged to collect this money and you may bill this road for the amount. I have noted my records, so that in case any claim for refund comes up from any one else all reference will be made to you. I wish you would tell me to whom the money belongs that I may properly indorse my papers.

Yours truly

55.

Mr. B. L. Anderson, Agent,
Mobile, Ala.

Dear Sir:

Please see your Way-bill 163, October 20, consignment of household goods to Montgomery for rebilling to the east via the Seaboard Air Line Railway. As originally billed, this freight should be prepaid, and there is no reason why you should not have collected at the time you accepted. We are unable to collect freight charges at destination and you must collect from the shipper. This letter will carry a debit of $4 for the relief of the Montgomery station, applying on your October account.

Yours truly

56.

Mr. William Fowler, Agent,
Seattle, Wash.
Dear Sir:

Replying to your letter of June 27, next attached: You state therein that you are able to recover the eight dollars due on Spokane Falls Way-bill 743, August 12, 1901. I notice you are still carrying this item on your uncollected list. Why do you not collect it and clear your uncollected list of it?

Please advise promptly, and oblige

Yours truly

57.

Mr. Frank C. Ogden, Superintendent,
Savannah, Ga.
Dear Sir:

Our agent at Macon notified this office to-day that fifty-trip family ticket #438, good between Macon and Savannah, was missing from his office and he thinks it has been stolen. Will you please instruct conductors to be on the lookout for it, and oblige

Yours truly

58.

Mr. R. C. Kennison, Agent,
San Antonio, Tex.
Dear Sir:

Referring to your July report of foreign ticket sales: You sold form E-3, #423 and #426, and report them as reading to Galveston at the rate of $9.75. After considerable investigation I learn that these tickets read to Fort Worth and thence to Galveston. Hereafter I wish you would report these tickets in proper manner; that is, showing entire routing.

Yours truly

59.

The Western Ice Co.,
Saginaw, Mich.
Gentlemen:

I inclose herewith bills made against your company, Audits #13,456 and 13,546. In regard to car 8567, made void and rebilled to Port Huron, I have investigated the matter and find your statement correct, and will deduct $32.10 freight from next statement from Muskegon, which will be for the last half of October.

Yours very truly

60.

Mr. J. Greeley,
Auditor Merchandise Traffic,
Maine Central R. R., Portland, Me.

Dear Sir:

Please refer to settlement of August account, Bangor W/B 43, settled as $1.50, charges to collect. I hold correction issued by your agent at Bangor on October 14, correcting this shipment to read $2.50 prepaid, and I shall adjust in accordance therewith in settlement of November account.

Please accept.

Yours truly

61.

Mr. George Wells,
Assistant Auditor Freight Traffic,
Burlington Route, Quincy, Ill.

Dear Sir:

I return herewith papers in your Audit 64,201. The way-bill in question was included in settlement of June account, via Leavenworth and St. Joseph, as 34,000 lbs., $40.83 freight and $32.45 prepaid; A. T. & S. F. R. R., receiving a terminal of $3.95 and 25%; Union Pacific 42%, and S. J. & G. I. R. R., 33%.

Yours truly

62.

Mr. Henry Webster,
Freight Claim Agent,
Portland, Ore.

Dear Sir:

I inclose statement for relief of agent at St. Cloud for $2.25, on account of reduction of charges on coal shipments to the Haygood Coal Co., and would respectfully refer you to our General Freight Agent's file J-16324, attached, requesting that the agent be relieved of this amount. Kindly put it through in your August account, and oblige

Yours truly

63.

Mr. George Billings, Agent,
Poughkeepsie, N. Y.

Dear Sir:

On November 21 we sent you tracer asking you to send in unsold Pan-American tickets of form P-A-143-2. We received tracer from you with the notation that you had returned said tickets on train 12, November 28, and that they were receipted for by some one by the name of Jackson. To-day, March 1, we received these tickets in this office, together with a letter signed by you, and dated February 25. We would now like to

have you explain why you made the statement to us that you had returned these tickets and held receipt therefor when we are just now getting them in this office.

A prompt explanation of this is necessary.

Yours truly

64.

Mr. G. J. Harwood,
Peoria, Ill.

Dear Sir:

In the case of John Norton's claim for $6.98, you will observe that claim is made for four bars of steel. It seems to me that instead of our people at the shipping-point billing this as a car of steel, the items should have been shown. Will you kindly let me have the record east of Bloomington, and ascertain if this car was sold by weight or according to the number of packages loaded?

Yours truly

65.

Mr. Frank Peterson,
Norfolk, Va.

Dear Sir:

Answering yours of the 28th, and returning herewith papers regarding Mobile to New Bedford Way-bill No. 53 of July 25, 1901, issued to cover alleged overage of 200 rolls of building paper for the New Bedford Paper Company: Shipment of 951 rolls, Mobile Way-bill No. 69, June 23, 1901, in M. & O. 23,611 via Jackson, was checked by us and found to contain 950 rolls only, being one roll short, and we cannot, therefore, accept this billing.

Yours truly

66.

Mr. William F. Gates,
Pawtucket, R. I

Dear Sir:

Please give the inclosed matter special investigation at your end, ascertaining particulars asked for by Mr. E. T. Moore, and advise me with return of papers as to settlement. This claimant is pressing vigorously for settlement of this claim, and I shall be obliged if you will kindly make it a special matter.

Yours truly

67.

Mr. Robert D. Porter,
Taunton, Mass.

Dear Sir:

I am outstanding $4.65 in connection with inclosed way-bill on a consignment of one barrel of oil to the Standard Machine Company. This way-bill was originally billed prepaid in error, and a corrector was is-

sued by this office on your station, dated November 13, making the charges read collect.

If you have not already done so, will you kindly try to collect this amount from the Standard Machine Company, notifying me of the week in which you take same to special debit, so that I may clear my outstandings of this amount?

Yours truly

68.

Mr. M. J. Poole, Storekeeper,
Topeka, Kans.

Dear Sir:

I return herewith your letter of the 28th ult., concerning shortage on Order No. 42, and accompanying papers. Please note correspondence since receipt of that letter. No doubt the small item of bolts was short in transit, but it hardly seems possible that the entire 300 washers could have been short on the shipment. We are unable to give any further information.

Very truly yours

69.

Mr. A. C. Hanley, A. G. F. A.,
Atlantic Coast Line R. R., Wilmington, N. C.

Dear Sir:

I inclose herewith papers in claim for shortage on shipment of cotton consigned to Wood & Sons, Birmingham, Ala., covered by Augusta to Columbia W/B "D" 8, September 15, 1902, amounting to $10.80. Kindly investigate, and with early return of papers advise me as to condition of shipment on arrival, and kind of receipt held for same.

Yours truly

70.

Mr. I. L. Johnson, General Manager,
Wilkesbarre, Pa.

Dear Sir:

I herewith inclose blank contracts, with dates to be filled in, to be executed by parties concerned in the interlocking plants at Johnstown and Harrisburg. I thought it advisable to incorporate the substantial portions of the orders made by the Railroad Commissioner of Pennsylvania. At your suggestion I also inserted, on the subject of damages, a provision similar to the one contained in the contract for the Casey crossing. I also call attention to the fact that the orders made by the commissioner appear on his record as made on the petition of the Lehigh Valley Railroad Company, and I have made the contracts conform thereto by showing the relation of the Pennsylvania Railroad Company.

Copy of Casey crossing contract is herewith returned.

Yours truly

71.

Mr. C. C. Sprague, General Counsel,
Chicago, Ill.

Dear Sir:

I beg leave to hand you herewith three copies of blue print, with copy of my letter of March 8 to Mr. Walton and of his reply, in regard to having drawn a contract between the Colorado & Southern Railway Company and the Denver & Rio Grande Railway Company with respect to the use of certain tracks at Pueblo.

My letter to Mr. Walton fully explains what is needed. Will you kindly have the contract drawn accordingly?

The C. & S. trains must protect themselves when using our main track.

Yours truly

72.

Mr. B. F. Walker, General Manager,
Utica, N. Y.

Dear Sir:

I am greatly obliged for your answer relating to the Summit crossing case.

The West Shore Railroad is incorporated under the general law with a nominal capital of $20,000, and has already constructed the most of its roadbed, and contemplates completion by the first of the year. The additional cost of an overhead crossing, in my judgment, would not defeat the enterprise; in fact it would not embarrass it at all. At all events, we would be entitled to an interlocking plant at that point at the sole expense of the West Shore road for construction and maintenance, to which should be added, according to the usual rule, one-half of the cost of operation, which would be forty or fifty dollars a month. It seems to me it would be fully as cheap to make the overhead crossing as to bear the burden of interlocking. It is a matter of very considerable importance to us. Our road is forced by close rivalry and competition to run a great many fast trains that are very heavy. However, I need not make any argument to you on a matter of this kind. You are fully competent to judge as to the importance of the situation.

I shall be in Utica to-morrow morning and hope to have a personal conference with you.

Yours truly

73.

Mr. Joseph Miller, General Counsel,
Wheeling, W. Va.

Dear Sir:

Yours of the 28th inst., suggesting that you and Superintendent Kline, together with the Commissioners of the Drainage District and a member of this firm, meet at Williamsport next Monday to try to arrange matters satisfactorily between the district and the company, is at hand.

The suggestion that the meeting be held next Monday interferes with an engagement which our Mr. Alden has in the trial of a case which will in all likelihood extend through Monday and Tuesday. As soon as that

trial is over we will try to arrange with the commissioners for a meeting some time during that week, and will communicate with you and Mr. Kline by wire, fixing upon the hour and place of meeting. We feel sure that a satisfactory arrangement can be made.

We presume you understand that the ditch begins several miles south of the road and that the dredge-boat has not yet begun the construction of the ditch, and will in all likelihood not reach the railroad for sixty days or more.

Very truly yours

74.

Messrs. Bender & Wiley,
Terre Haute, Ind.

Gentlemen:

We are in receipt of your favor of the 5th instant, in regard to the loss of one package consigned to you from this station on the 1st ultimo. I regret to say that up to the present time we have been unable to locate this particular package at any of our stations here. Can you give me any further particulars in regard to it? It is unfortunate you should have mislaid your receipt, for with this I think there would be no difficulty at all in tracing the missing package.

Yours truly

75.

Mr. Thomas Allison, Vice-president,
San Francisco, Cal.

Dear Sir:

I have been kindly furnished by local officials with quite a number of pamphlet copies of ordinances of cities, towns and villages on the Southern Pacific line. An examination of them shows that they contain, where they refer to railroads at all, police regulations merely, generally relating to speed of trains, flagmen, watchmen, construction of street crossings, lights, etc. In some places I find that the ordinances are about to be revised, modified and changed. In fact, changes occur with some frequency. The ordinances falling under my notice affect railroads generally and do not relate to the Southern Pacific, except in common with other roads, and are instances of local municipal legislation conferring no vested interests. I am personally cognizant of the fact that a few municipalities on the Southern Pacific did pass ordinances granting the right of way within corporate limits over streets, alleys, etc., imposing on the company certain conditions and obligations. These constitute contracts between the company and the municipalities and are not subject to changes except by agreement of the parties thereto. In the preparation of a history I imagine you are concerned mainly with the latter class of ordinances, but I do not assume such to be true. I am, therefore, desirous of further light upon the subject.

When originally constructed the Southern Pacific crossed the corporate limits of very few municipalities. Since then some have built up to it and others have been newly platted and improved. You can readily understand how this would be here thirty years ago.

Yours truly

76.

Messrs. Jason & Field, Attorneys at Law,
Wilmington, Del.

Gentlemen:

I am in receipt of yours of the 26th inst. I am sorry that you di not receive my first letter in regard to a copy of the ordinances of your city. I prepared quite a number of such letters, some addressed t local attorneys and others to the agents of the company, and it may be the letter that was intended for you went to the agent, although I have no report from him either.

What I want is a copy of all ordinances affecting railroads and particularly all such as in any way affect our line. This is for a special purpose and the persons requesting it are crowding me. Please attend to getting the copies as soon as you can and forward them to me. Any expense you are put to I will pay.

Yours truly

77.

Mr. Charles McCarthy, Assistant Counsel,
Waterbury, Conn.

Dear Sir:

Superintendent Farnell informs me that the Drainage Commissioners are about to construct a ditch crossing our road at Orange about two miles east of New Haven, and that it is requested that he make arrangements, by tearing up the track, to admit the passage of a dredge-boat. He is not inclined to do this if it can be avoided. You know the road is in the hands of a receiver and any interference with his possession, without leave of court, might get all parties into trouble. I have had no information in regard to this ditch or the proceedings leading up to it. Has the receiver been made a party to the steps necessary to proceed with the ditch?

Please give me such information as you may have regarding the legality of the measures taken to make this improvement. Understand that I am not disposed to interfere with any reasonable arrangements that can be made to carry out the Commissioners' plans. I simply want some information.

Yours truly

THE AMERICAN SYSTEM OF SHORTHAND.

CATALOG OF
Phonographic Works

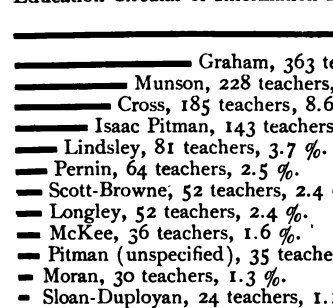
BY

BENN PITMAN AND JEROME B. HOWARD.

PUBLISHT BY
THE PHONOGRAPHIC INSTITUTE COMPANY,
CINCINNATI, O.

There is no question whatever of the truth of the statement that **the Benn Pitman System is more generally used than any other in this country**; at least this would appear to be true, from the reports made to this Bureau of various institutions teaching shorthand.—*Hon. W. T. Harris, Commissioner of Education (Washington, D. C.), November 19, 1898.*

The following is a graphic summary of the Table of Statistics on the Teaching of Shorthand in the United States, in the Bureau of Education Circular of Information No. 1, 1893, pages, 40 to 141:


Benn Pitman, 747 teachers, 34.7 %.
Graham, 363 teachers, 16.8 %.
Munson, 228 teachers, 10.6 %.
Cross, 185 teachers, 8.6 %.
Isaac Pitman, 143 teachers, 6.7 %.
Lindsley, 81 teachers, 3.7 %.
Pernin, 64 teachers, 2.5 %.
Scott-Browne, 52 teachers, 2.4 %.
Longley, 52 teachers, 2.4 %.
McKee, 36 teachers, 1.6 %.
Pitman (unspecified), 35 teachers, 1.6 %.
Moran, 30 teachers, 1.3 %.
Sloan-Duployan, 24 teachers, 1.1 %.

Besides 38 others, each being less than 1 %.

To supply the increasing demand for stenographers, schools of shorthand and typewriting have been establisht in various parts of the country, and with few exceptions, all business colleges now have a "department of shorthand." A number of systems are taught, but that of **Benn Pitman is more generally used than any other in this country and may be called the "American System."**—*Report of the Commissioner of Education, for 1887–88, page 927.*

Instruction Books.

The Manual of Phonography. By BENN PITMAN and JEROME B. HOWARD. Designed for instruction in Schools, Academies, etc., as well as for self-instruction, in the art of Shorthand Writing. It contains a complete exposition of the system, from its simplest principles to the Amanuensis Style, arranged in alternate and opposite pages of explanation and phonographic exercises. Every principle is copiously illustrated with engraved examples for reading, and exercises in the ordinary type for writing and dictation practise. A mastery of this book fits the student to act efficiently as a business amanuensis and lays the indispensable foundation for reporting skill as developed in the *Reporter's Companion*. Revised, enlarged and improved. Cloth, 200 pp., 12mo.....$1 00

The *Manual* is also issued in a special leaflet edition, for the use of teachers by correspondence. This leaflet edition is identical with the regular edition, except in the matter of physical make-up. Each page is printed on a separate leaflet, on one side of the paper only, and the pages are placed in a convenient box, from which the teacher can remove any desired page without disturbing the others. The price of the leaflet edition is the same as the regular edition. In ordering, always mention expressly the "leaflet edition."

The Phonographic Reader. By BENN PITMAN and JEROME B. HOWARD. Designed to accompany the *Manual*. It affords the necessary reading practise in the Corresponding Style. The selections are taken (by permission) from "McGuffey's Revised Fifth Eclectic Reader," which may be used as a key. Paper, 52 pp., 12mo. 25

The Second Phonographic Reader. By BENN PITMAN and JEROME B. HOWARD. Designed to accompany the *Manual*. Contains reading exercises engraved in Amanuensis Style, and is keyed by "McGuffey's Revised Sixth Eclectic Reader." Paper, 52 pp., 12mo. 25

The Phonographic Amanuensis. A Presentation of Pitman Phonography, More Especially Adapted to the Use of Business and other Schools devoted to the Instruction and Training of Shorthand Amanuenses. By JEROME B. HOWARD. With a Prefatory Note by Benn Pitman. In this book position-writing and the principles of abbreviation are taught concurrently with the elements of the system. It consists of fifty-nine carefully-graded lessons, each designed to constitute the work of a single school-day. Outlines of words are given in the first lesson; sentences are given in the eighth lesson; phrases appear in the fifteenth lesson; business letters are written in the twenty-second and subsequent lessons. Cloth, 216 pp., 12mo..... 1 00

Business Letters. No. 1.—Miscellaneous Correspondence. Written in the Amanuensis Style of Phonography. By BENN PITMAN and JEROME B. HOWARD. The letters have been selected from actual correspondence in various branches of business, and, being

free from difficult technicalities, are such as will furnish the best practise for young students of shorthand who are ready to begin fitting themselves for the duties of the shorthand correspondent or business amanuensis. With key printed in facsimile typewriting, furnishing correct models for the transcription of the student's notes on the typewriter. Paper, 52 pp., 12mo 25

Business Letters. No. 2.—Railroad Correspondence. Written in the Amanuensis Style of Phonography. Consists of letters actually used in various departments of railroad work. Key in facsimile typewriting. Paper, 52 pp., 12mo..... 25

The Reporter's Companion. By BENN PITMAN and JEROME B. HOWARD. A Guide to *Verbatim* Reporting; for professional reporters and those who desire to become such. In this work, which should be studied only by those who have first mastered the *Manual of Phonography*, the principles of abbreviation used in the Reporting Style of Phonography are clearly explained and amply illustrated. Thousands of reporters have acquired their ability to write *verbatim* with no other instruction than that afforded by this and the *Manual*. Cloth, 187 pp., 12mo..... 1 00

The Phonographic Dictionary and Phrase Book. By BENN PITMAN and JEROME B. HOWARD. Contains a vocabulary of 120,000 words, including every useful word in the language and a large number of proper and geographic names, legal, scientific, and technical terms, engraved in phonography with a parallel key in ordinary type. Concerning each word information is given on the following points: 1. Spelling; 2. Accentuation; 3. Pronunciation; 4. Capitalization; 5. Fully-vocalized (or Corresponding Style) phonographic outline; 6. Reporting Style outline; 7. Compounding; 8. Principal phrases which it begins. The phonographic outlines are clearly and beautifully engraved, no roundabout, complicated "nomenclature" being employed. [Specimen pages will be sent on request.] Cloth, 552 pp., 8vo..... 3 00

Instructions in Practical Court Reporting. By H. W. THORNE. The standard work on this important subject. Exemplifies, explains and instructs as to all the details of trials, teaching the shorthand writer how to use his skill in making a legal record. Contains valuable suggestions to lawyers and law students found in no other work. Has received emphatic testimonials from official court reporters, judges, lawyers, law lecturers, teachers of shorthand and the press. Cloth, 237 pp., 12mo..... 1 00

Books Printed in Phonography.

On Self-Culture, Intellectual, Physical, and Moral. A vade mecum for young men and students. By JOHN STUART BLACKIE, professor of Greek in the University of Edinburgh. Printed in the Amanuensis Style of Phonography, by Benn Pitman and Jerome B. Howard. Paper, 67 pp., 12mo..... 35

The Legend of Sleepy Hollow. By WASHINGTON IRVING. In the Amanuensis Style. Paper, 31 pp., 12mo..... 25

Rip Van Winkle. By WASHINGTON IRVING. In the Amanuensis Style. Paper, 22 pp..... 25

Strange Case of Dr. Jekyll and Mr. Hyde. By ROBERT LOUIS STEVENSON. In the Amanuensis Style. Paper, 66 pp..... 35

History of Sindbad the Sailor. From the "Arabian Nights' Entertainments." In the Amanuensis Style. Paper, 45 pp., 12mo. 25

The Man Without a Country. By EDWARD EVERETT HALE. In the Amanuensis Style. Paper, 29 pp..... 25

A Dog of Flanders. By "OUIDA." In the Amanuensis Style. Paper, 39 pp..... 25

Plain Talk. By C. H. SPURGEON. In the Corresponding Style. Paper, 32 pp., 12mo..... 25

[See also *The Phonographic Library, page* 6.]

Typewriter Instruction Books.

The Touch Writer. A text-book for self- and class-instruction in the art of operating the typewriter without looking at the keyboard. By J. E. FULLER. Shift-Key Edition, designed for the Remington, Densmore, Fay-Sho, Underwood, and other writing machines having a shift-key and the "Universal" keyboard. Boards, 48 pp., oblong 4to..... 50

Double-Keyboard Edition, designed for the Smith Premier, Jewett, Yost, New Century Caligraph, and other writing-machines having a double "universal" keyboard. Boards, 48 pp., oblong 4to.... 50

Remington Typewriter Lessons, for the Use of Teachers and Learners. Designed to develop accurate and rapid operators. By MRS. M. V. LONGLEY. Paper, 48 pp., 4to..... 50

The Smith Premier Typewriter Instructor. By the Eight-Finger Method, in which the most rapid and least tiresome mode of writing every word correctly is clearly indicated, including suggestions and exercises for acquiring the art of writing by position, without looking at keyboard; containing also practical exercises in correspondence, business and legal papers, testimony, contracts, specifications, ornamentations, etc., etc. By ELIAS LONGLEY. Paper, 48 pp., 4to. 50

The Yost Typewriter Instructor. By the Eight-Finger Method, etc. By ELIAS LONGLEY. Paper, 48 pp., 4to..... 50

The National Typewriter Instructor. By the Eight-Finger Method, etc. By ELIAS LONGLEY. Paper, 48 pp., 4to..... 50

Longley's Typewriter Instructor. In accordance with a scientific keyboard, etc. By ELIAS LONGLEY. Paper, 48 pp., 4to..... 50

Miscellaneous.

How Long—A Symposium.—Consists of contributions on the length of time required for obtaining *verbatim* speed in shorthand writing, from the following eminent reporters: Jerome B. Allen, Eliza B. Burnz, Chas. E. Weller, Wm. A. Croffut, H. W. Thorne, Henry M. Parkhurst, Spencer C. Rodgers, Daniel C. McEwan, Thomas Allen Reed, Wm. Whitford, Edw. B. Dickinson, Philander Deming, Julius Woldemar Zeibig, Benn Pitman, Theo. F. Shuey, Thos. Towndrow. Theo. C. Rose, Sherburne Wesley Burnham, Wm. Henry Burr, Elias Longley, Dennis F. Murphy, Edw. F. Underhill, Adelbert P. Little, Chas. C. Marble, John B. Carey, Frederic Irland, David Wolfe Browne. A remarkable assemblage of opinions and experiences. Full of happy suggestions to teachers and self-instructed learners of shorthand. Illustrated with a finely-engraved portrait of each contributor. 189 pages. Paper, 50 cents; Cloth..... 75

The Teaching of Shorthand. By G. A. CLARK. This essay was awarded a prize of Two Hundred and Fifty Dollars offered by the editor of the *Phonographic Magazine*, in which it was originally printed. It should be read by every progressive teacher of shorthand regardless of systems. Paper..... 25

The Mastery of Shorthand. By DAVID WOLFE BROWNE, Official Reporter, National House of Representatives. An essay on mastery by a master. One of the most important contributions to the literature of shorthand pedagogy. It deserves an attentive reading by every thoughtful teacher of phonography. Paper..... 35

Phonography—What it Is and What it Does. By BENN PITMAN. Gives a concise account of the nature and capabilities of phonography (including a compend of the art, with engraved examples accompanied by key-words); also a brief historical account of the origin and development of Phonography in England and America. Paper..... 3
Special imprint editions for teachers at greatly reduced rates.

Baby Talk. A text-book for Babies on the Art of Learning to Speak. By P. W. A happy thought, happily formulated by a phonographer, for assisting parents to lead very young children, unconsciously to them, into a knowledge and correct use of the phonetic elements of English. Paper..... 25

The Dictater. A Collection of Graded Dictation Exercises for the use of Teachers and Students of Shorthand. By MINA WARD. Consists of exercises suitable for class-room dictation, counted and arranged to facilitate reading at any desired speed. The exercises are also arranged in order according to the average number of syllables in the words which each contains. Cloth..... 1 00

The Stenographer's Dictation and Form-Book. A guide to practical work for students in shorthand and typewriting, containing court records, business letters, and law forms. By CLAYTON C. HERR

(Official Reporter of the McLean County, Ill., Circuit Court 1876), and ANNA M. CAMPBELL, assistant. Cloth, 262 pp.....

The Game of Shorthand. An amusing and instructive game of for shorthand writers as well as for those unacquainted with th While playing this game all the leading principles of Phonog can be learned. Can be played by any number of persons, delights young and old alike. In box, together with rule playing.....

Periodical Publications.

The Phonographic Magazine. Edited by JEROME B. HOW Publisht once a month. Each number contains many pages of b fully-engraved phonography, besides original and contributed ar of general phonographic interest. The *Magazine* is now nineteenth volume, is a periodical complement to the text-books the authentic organ of the Benn Pitman system of Phonogr Subscriptions may begin with any number. Specimen copy Price, per annum (invariably in advance).....
Vols. I to XVIII (except Vol. VI, which is out of print), bou cloth, each.....

The Phonographic Library. Each number contains a com work of standard literature printed in Reporting Style. All numbers can be furnished except those markt*.
Single numbers.....
Series II finely bound in cloth.....

First Series.

No. 1. Sir Roger de Coverly, by Joseph Addison; 2. Perseus, by Ch Kingsley; 3. The Greatest Thing in the World, by Henry Drummond; 4. Legend of Sleepy Hollow, by Washington Irving; 5. Rab and His Friends Our Dogs, by Dr. John Brown; 6. Dreams, by Olive Schreiner; 7. Rappac Daughter, by Nathaniel Hawthorne; 8. The Masque of the Red Death Other Tales, by Edgar Allan Poe; 9. The Corvette "Claymore," by V Hugo; 10. Two Ghost Stories, and A Child's Dream of a Star, by Ch Dickens; 11. Tales from Shakespeare (The Tempest, The Winter's Tal Charles and Mary Lamb; 12. *The Man Without a Country, by Ed Everett Hale.

Second Series.

No. 13. The Tattler's Court, by Joseph Addison; 14. Jackanapes, by Ju Horatia Ewing; 15. Theseus, by Charles Kingsley; 16. The King of the Go River, by John Ruskin; 17. Pax Vobiscum, by Henry Drummond; 18.

Marquis Jeanne Hyacinthe de St. Palaye, by J. H. Shorthouse; 19. The Specter Bridegroom, and The Devil and Tom Walker, by Washington Irving; 20. The Study of the Law, by Timothy Walker; 21. Marjorie Fleming, by Dr. John Brown; 22. The Sons of Philemon, by Gertrude Hall; 23. Dream Life and Real Life, by Olive Schreiner; 24. The Lost Arts, and Other Addresses, by Wendell Phillips.

Phonographic Stationery.

The Phonographic Copy-Book. Made of double-ruled paper, such as is used by most reporters, but with the lines wider apart for the learner. This paper is especially useful to the beginner, and assists him to acquire a neat and uniform style of writing.
Paper, 5 cents; postpaid 7
Per dozen, 50 cents; postpaid 65

Reporting Paper, double-ruled, per quire, 6 cents, postpaid..... 11
Per ream, $1.00; five reams, $4.50, sent by express at purchaser's charge. In ordering, specify whether paper for pen or pencil is wanted.

Learner's Paper, wide double lines, like the ruling of the Phonographic Copy-Book. Can be used with either pen or pencil, per quire, 6 cents, postpaid 11
In quantity, same prices as Reporting Paper.

The "Phonographic Institute" Note Book. 200 pages, 4½ x 8½ inches, pen or pencil paper, double-ruled. Boards, each, 15 cents, postpaid 25
Per dozen 1 50
When more than three books are ordered, they will be sent by express, at purchaser's charge, unless otherwise directed.

The "New Legal" Note Book. 100 pages, 5½ x 8½ double column, pen or pencil paper, single or double ruled. Tag-board covers, bound with tape so as to open flat. Each, 10 cents, postpaid, 18
Per dozen 1 00
When more than six books are ordered, they will be sent by express, at purchaser's charge, unless otherwise directed.

The "Phonographic Institute" Steel Pen. Expressly manufactured for us for phonographic writing and reporting. These pens have especially fine, smooth points, and pleasant uniform action. The peculiar shape is such that a great deal of ink is held by the pen without danger of dropping, thus reducing to a minimum the frequency of dipping the pen.

No. 1, fine points.
No. 2, medium points.
No. 3, coarse points.
Per dozen, 10 cents; per gross.... 1 00

The "Phonographic Institute" Lead Pencil. Made expressly for us (actual diameter shown in cut), with the finest grade of black

tough lead, and especially recommended for phonographer's use.
Per dozen, 50 cents; per gross..... 5 00

Phonographic Tracts.

No. 1. What They Say about Phonography—Opinions of Fifty Eminent Men and Journals.
2. Some Reasons Why You should Learn Phonography.
3. Can Phonography Be Self-Taught?
4. The Long Gains of Shorthand.
5. Phonography in the Public Schools.
6. Shorthand for Clergymen.
7. Modifications of Phonography—Wise and Otherwise.
8. Points of Difference between the Benn Pitman and the Present English Style of Phonography.
9. What Official Reporters Say about the Benn Pitman System.
10. The Educational Value of Shorthand.
11. What Some Leading Schools and Colleges Say about the Benn Pitman System.
12. Shorthand for Lawyers.

These tracts are suitable for distribution by teachers and others who wish to spread information in regard to Phonography. Single copies free, per 100, 10 cents; per thousand, 75 cents, with imprint, $1 00. Imprint will not be placed on fewer than one thousand copies of any one tract.

Copies of this Catalog, for distribution, free.

The works herein described are for sale by all booksellers, or will be forwarded by us, postpaid (except when postage charges are given), on receipt of the prices specified. Safe delivery by mail is guaranteed only when order is accompanied by eight cents additional for registration fee. No goods will be sent by express C. O. D. unless order is accompanied by at least one-fourth of the price, to insure payment of charges. Sample pages of any publication will be sent to teachers on request.

Schools and Teachers of Phonography and Booksellers supplied at a liberal discount.

All orders must be accompanied by a remittance. Send post-office money order, express money order, New York or Cincinnati draft.

N. B.—Local checks will not be accepted.

Address, THE PHONOGRAPHIC INSTITUTE COMPANY,
CINCINNATI, O.

This book should be returned to the Library on or before the last date stamped below.

A fine of five cents a day is incurred by retaining it beyond the specified time.

Please return promptly.

FEB 11 '52 H

B 4359.04.5
The American system of shorthand;
Widener Library 006521794
3 2044 080 274 012